

ORDER PAPER

ORDINARY COUNCIL MEETING

Date: Wednesday, 23 November 2022

Time: 1.00 pm

Venue: Council Chamber
Rangitikei District Council
46 High Street
Marton

Chair: HWTM Andy Watson

Deputy Chair: Cr Dave Wilson

Membership: Cr Brian Carter
Cr Gill Duncan
Cr Richard Lambert
Cr Tracey Piki Te Ora Hiroa
Cr Coral Raukawa
Cr Jeff Wong
Cr Simon Loudon
Cr Greg Maughan
Cr Jarrod Calkin
Cr Fi Dalgety

For any enquiries regarding this agenda, please contact:

Kezia Spence, Governance Advisor, 0800 422 522 (ext. 917), or via email

kezia.spence@rangitikei.govt.nz

Contact:	0800 422 522 info@rangitikei.govt.nz www.rangitikei.govt.nz (06) 327 0099
Locations:	<div><div><u>Marton</u> Head Office 46 High Street Marton</div><div><u>Taihape</u> Taihape Information Centre 102 Hautapu Street (SH1) Taihape</div><div><u>Bulls</u> Bulls Information Centre Te Matapihi 4 Criterion Street Bulls</div></div>
Postal Address:	Private Bag 1102, Marton 4741
Fax:	(06) 327 6970

Notice is hereby given that an Ordinary Meeting of Council of the Rangitikei District Council will be held in the Council Chamber, Rangitikei District Council, 46 High Street, Marton on Wednesday, 23 November 2022 at 1.00 pm.

Order Of Business

1	Welcome / Prayer	4
2	Apologies	4
3	Public Forum	4
4	Conflict of Interest Declarations.....	4
5	Confirmation of Order of Business	4
6	Confirmation of Minutes	5
6.1	Confirmation of Minutes	5
7	Follow-up Action Items from Previous Meetings	16
7.1	Follow-up Action Items from Council Meetings.....	16
8	Mayor's Report	19
8.1	Mayor's Report - 23 November 2022.....	19
9	Chief Executive's Report	26
9.1	Chief Executive Report - November 2022	26
10	Reports for Decision	49
10.1	Adoption of Code of Conduct and Standing Orders.....	49
10.2	Confirmation of Committee Structure and Membership	162
10.3	Adoption of Meeting Schedule for 2023	168
11	Reports for Information.....	173
11.1	Members Pecuniary Interests	173
11.2	Ratepayer Query	182
11.3	Project Management Office Report - November 2022.....	187
11.4	Options for Council to Incentivise Affordable Housing.....	204
12	Public Excluded	216
12.1	Public Excluded Council Meeting - 3 November 2022	216
12.2	Follow-up Action Items from Council (Public Excluded) Meetings	216
12.3	Chief Executive's Public Excluded Report - November 2022	216
12.4	Bulls Property Disposals	216
13	Open Meeting	217

AGENDA

1 Welcome / Prayer

2 Apologies

3 Public Forum

Shane Ratima, Hamish Cavanagh and Glenn Young – re their vision for a 25 lot subdivision on Kotukutuku Road, Hunterville.

4 Conflict of Interest Declarations

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda

5 Confirmation of Order of Business

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting, [enter item number](#) be dealt with as a late item at this meeting.

6 Confirmation of Minutes

6.1 Confirmation of Minutes

Author: Kezia Spence, Governance Advisor

1. Reason for Report

- 1.1 The minutes from Ordinary Council Meeting held on 3 November 2022 are attached.

Attachments

1. Ordinary Council Meeting - 3 November 2022

Recommendation

That the minutes of Ordinary Council Meeting held on 3 November 2022 **[as amended/without amendment]** be taken as read and verified as an accurate and correct record of the meeting, and that the electronic signature of the Chair of this Committee be added to the official minutes document as a formal record.

MINUTES



RANGITIKEI
DISTRICT COUNCIL
Making this place home.

UNCONFIRMED: ORDINARY COUNCIL MEETING

Date: Thursday, 3 November 2022

Time: 1.00 pm

Venue: Council Chamber
Rangitikei District Council
46 High Street
Marton

Present

HWTM Andy Watson
Cr Dave Wilson
Cr Brian Carter
Cr Fi Dalgety
Cr Gill Duncan
Cr Richard Lambert
Cr Tracey Piki Te Ora Hiroa
Cr Coral Raukawa
Cr Jeff Wong
Cr Simon Loudon
Cr Greg Maughan
Cr Jarrod Calkin

In attendance

Mr Peter Beggs, Chief Executive
Mrs Carol Gordon, Group Manager - Democracy and Planning
Ms Gaylene Prince, Group Manager - Community Services
Mr Dave Tombs, Group Manager - Corporate Services
Ms Katrina Gray, Senior Strategic Planner (Zoom)
Ms Georgia Etheridge, Corporate Planning Advisor (Zoom)
Mr Graeme Pointon, Strategic Property Advisor
Ms Kezia Spence, Governance Advisor

Order of Business

1	Welcome / Prayer	3
2	Apologies	3
3	Public Forum	3
4	Conflict of Interest Declarations.....	3
5	Confirmation of Order of Business	3
6	Confirmation of Minutes	3
7	Follow-up Action Items from Previous Meetings	3
7.1	Follow-up Action Items from Council Meetings.....	3
8	Mayor's Report	4
8.1	Mayor's Report - 3 November 2022.....	4
9	Chief Executive's Report	4
9.1	Chief Executive's Report - 3 November 2022.....	4
10	Reports for Decision	6
10.1	Remuneration for Councillors in the 2022-25 Triennium	6
10.2	Appointments to Committees.....	6
10.3	Meeting Schedule to 31 December 2022.....	8
11	Reports for Information.....	8
11.1	Pricing Agricultural Emissions - Submission	8
12	Public Excluded	9
12.1	Marton Rail Hub - CR Law Contract Variation Increase	9
12.2	Taihape Papakai Wastewater pump station	9
12.3	Digitisation of Property Files	10
12.4	Follow-up Action Items from Council (Public Excluded) Meetings.....	10
13	Open Meeting	10

1 Welcome / Prayer

The meeting opened at 1.01pm. Cr Lambert read the Council prayer.

2 Apologies

No apologies were received. HWTM advised he needed to leave early to attend a meeting, via phone, on three waters. Cr Duncan advised she may also need to leave early.

3 Public Forum

No public forum.

4 Conflict of Interest Declarations

Cr Loudon declared a conflict of interest in relation to item 12.1 Marton Rail Hub- CR Law Contract Variation Increase.

5 Confirmation of Order of Business

The Mayor noted that Mr Murray Holdaway from Federated Farmers will come to speak at 1.30pm to item 11.1 Pricing Agricultural Emissions Submission.

6 Confirmation of Minutes

Resolved minute number 22/RDC/376

That the minutes of Ordinary Council Meeting held on 25 October 2022 **without amendment** be taken as read and verified as an accurate and correct record of the meeting, and that the electronic signature of the Chair of this Committee be added to the official minutes document as a formal record.

Cr B Carter/Cr D Wilson. Carried

7 Follow-up Action Items from Previous Meetings

7.1 Follow-up Action Items from Council Meetings

Update on the plaque for the Mangaweka bridge. This has been viewed by Andy who stated there is no longer a risk of it being damaged. Staff to liaise with Cr Dalgety regarding the removal of old signage and a further conversation with Cr Hiroa regarding size of the font on the plaque.

Councillors asked about item 17 for the Bulls Bus Lane and if there had been any progress on the safety issues. Ms Prince stated that the process is underway regarding security cameras however it is a long process regarding software capability, bylaw for consultation and then having the ability to prosecute.

Item 21 regarding rubbish removal was questioned on the process of how we get rubbish removed. Mr Beggs responded that with the Chief Operating Officer on long term sickness that staff are unable to answer the question today.

Resolved minute number 22/RDC/377

22/RDC/36422/RDC/365 That the report 'Follow-up Action Items from Council Meetings' be received.

Cr G Duncan/Cr B Carter. Carried

8 Mayor's Report

8.1 Mayor's Report - 3 November 2022

Elected members discussed the nomination for Zone 3 representative on the LGNZ National Council for the triennium. Discussion included the benefits of Helen Worboys, in which we have a shared services agreement and she has a relationship with the district. The benefits of Neil Holdom are that he is business focused, in the same entity for three waters as the district and has provided information to Council as part of his nomination.

Resolved minute number 22/RDC/378

That the Mayor's Report – 3 November 2022 be received.

HWTM/Cr F Dalgety. Carried

Resolved minute number 22/RDC/379

That Council **agrees** to support the nomination of Mayor Neil Holdom as Zone 3 representative on LGNZ National Council this triennium.

Cr D Wilson/Cr R Lambert. Carried

9 Chief Executive's Report

9.1 Chief Executive's Report - 3 November 2022

PFAS Results

Mr Beggs advised that the PFAS results from the recent test in Bulls has been provided to the Bulls community.

In response to a question about whether testing had been done on the Bulls rubbish dump location Mr Beggs said he would check whether it has been included. Under the new drinking water standards PFAS testing is done once a year, if any results show significant change this can be done more frequently.

Grandstand Heritage Listing

Mr Beggs advised that Heritage NZ have written to Council regarding the inclusion of the Grandstand at Memorial Park on the Heritage list. Ms Prince and Ms Foley have been working through this. Council agreed to form a working group to submit to this proposal.

Seismic Assessment

There was discussion on the seismic assessment being conducted on Council buildings. There has been an offer to Council to undertake these assessments. The financial threshold for the Taihape town hall strengthening was questioned, and this was stated to likely be between \$100,000-150,000.

External Submissions

Staff have set up a process for submissions, this includes a weekly update to ELT on open submissions. These are then provided to officers for responses. A monthly update on the Council agenda will be provided, with the intention of the draft submission to be included, this will be circulated via email if not possible.

It was highlighted there is a need for Council to submit on the Charities Amendment Bill as the district has small agencies wanting to secure funding. The process of being registered can be cumbersome and therefore Council should submit on this issue.

It was also noted that there are short consultation periods which is a disadvantage. HWTM encouraged councillors to put a submission in for the zone meeting to communicate this issue to LGNZ.

Resolved minute number 22/RDC/380

That the Chief Executive's Report – 3 November 2022 be received.

Cr D Wilson/Cr T Piki Te Ora Hiroa. Carried

Resolved minute number 22/RDC/381

That a working group of three elected members:

1. Cr Duncan
2. Cr Hiroa
3. Cr Wong

work with staff to prepare a submission for the Taihape Memorial Park Grandstand heritage list proposal.

Cr G Duncan/Cr T Piki Te Ora Hiroa. Carried

Resolved minute number 22/RDC/382

That staff provide a report to Council on the unsolicited offer received to seismically strengthen the Taihape Town Hall, to give advice on the impacts of Councils procurement policy and budgets, and any legal requirements that may need to be considered.

HWTM/Cr F Dalgety. Carried

Resolved minute number 22/RDC/383

That Council delegate the authority to approve submissions made to other agencies on behalf of Council to the Mayor and Chief Executive, provided all Elected Members have been provided with an opportunity to input into the submission.

Cr C Raukawa/Cr R Lambert. Carried

10 Reports for Decision

10.1 Remuneration for Councillors in the 2022-25 Triennium

Ms Gordon advised Councillors that there is a remuneration pool and that this must all be allocated. This pool does not include the mayors salary and states the a minimum salary for a Councillor.

HWTM advised Councillors that in allocating the remuneration pool there was consideration of past salaries, respective workloads and the growth in role of the Deputy Mayor.

Resolved minute number 22/RDC/384

That the report Remuneration for Councillors in the 2022-25 Triennium be received.

HWTM/Cr G Duncan. Carried

Resolved minute number 22/RDC/385

That Council adopts the following proposal, noting that the final resolution will be provided to the Remuneration Authority for their final determination:

- A base salary for Councillors of \$26,728, and
- An allowance of \$10,003 for the role of Deputy Mayor; and
- An allowance of \$8,000 for the role of Committee Chair; and
- An allowance of \$2,500 for the role of Committee Deputy Chair; and
- An allowance of \$2,000 for the role of the Chair of the Chief Executive Review committee.

HWTM/Cr G Duncan. Carried

10.2 Appointments to Committees

Ms Gordon advised that further committee appointments will come to the end of November Council meeting.

Resolved minute number 22/RDC/386

That the report, Appointments to Committees, be received.

Cr D Wilson/Cr R Lambert. Carried

ITEM 6.1

ATTACHMENT 1

Resolved minute number 22/RDC/387

That the following appointments be made to the Marton to Bulls Wastewater Centralisation - Project Update Group:

- His Worship the Mayor
- One councillor from the Southern Ward, that being Cr Carter
- One councillor from the Central Ward, that being Cr Dalgety
- One councillor from the Tiikeitia ki Tai (Coastal) Māori, that being Cr Raukawa
- One chair of an appropriate Council Committee, that being Cr Wilson, Chair of Assets/Infrastructure

Cr T Piki Te Ora Hiroa/Cr G M Maughan. Carried

Resolved minute number 22/RDC/388

That His Worship the Mayor be appointed as the Rangitikei District Council representative to the Regional Transport Committee, with Cr Wilson as the alternate.

Cr F Dalgety/Cr G Duncan. Carried

Resolved minute number 22/RDC/389

That Cr Wong be appointed as the Rangitikei District Council representative to the Passenger Transport Committee, with Cr Maughan as the alternate.

Cr F Dalgety/Cr C Raukawa. Carried

Resolved minute number 22/RDC/390

That His Worship the Mayor and Rita Batley be appointed as the Rangitikei District Council representatives to the John Beresford Swan Dudding Trust Advisory Committee.

Cr D Wilson/Cr C Raukawa. Carried

Resolved minute number 22/RDC/391

That Cr Gill Duncan be confirmed as the Rangitikei District Council representative to the Otaihape Health Trust and that Cr Loudon be appointed as the alternate.

HWTM/Cr T Piki Te Ora Hiroa. Carried

Resolved minute number 22/RDC/392

That Cr Wilson be appointed as the Rangitikei District Council representative to the Bonny Glen Community Trust and that Cr Lambert be appointed as the alternate.

Cr B Carter/Cr F Dalgety. Carried

Resolved minute number 22/RDC/393

That His Worship the Mayor, Andy Watson, be appointed as the Rangitikei District Council representative to the Civil Defence Emergency Management Group Governance Body.

Cr C Raukawa/Cr F Dalgety. Carried

Resolved minute number 22/RDC/394

That for the November 2022 meeting His Worship the Mayor and Councillor Duncan be appointed to the Creative New Zealand Assessment Committee.

Cr F Dalgety/Cr B Carter. Carried

Resolved minute number 22/RDC/395

That for the 2022-25 triennium the Sport New Zealand Rural Travel Fund Assessment Committee comprise His Worship the Mayor, Councillor Maughan and Councillor Calkin, with Cr Maughan appointed as Chair.

Cr T Piki Te Ora Hiroa/Cr R Lambert. Carried

10.3 Meeting Schedule to 31 December 2022

Taken as read.

Resolved minute number 22/RDC/396

That the Meeting schedule to 31 December be received and dates confirmed without amendment

Cr D Wilson/Cr B Carter. Carried

11 Reports for Information

11.1 Pricing Agricultural Emissions – Submission

Mr Murray Holdaway, from Federated Farmers came to speak to this item. He raised concerns regarding the impact of methane pricing and that this is set solely on achieving targets, with no economic impact taken into consideration, emissions leakages are likely to continue to increase global emissions and further impacts on the rural sector. That there is little science behind the targets set.

In response to a request from Council Mr Holdaway advised he was happy to work with Council on the submission. Council resolved to have a working group of elected members to work on this submission.

Resolved minute number 22/RDC/397

That the report 'Pricing Agricultural Emissions-Submission' be received.

Cr C Raukawa/Cr R Lambert. Carried

Resolved minute number 22/RDC/398

That a working group of elected members be made up of :

1. Cr Dalgety
2. Cr Maughan

3. Cr Duncan
4. Cr Hiroa
5. His Worship The Mayor

to work with staff to prepare a submission Pricing Agricultural Emission submission on the National Direction for Plantation and Exotic Carbon Afforestation.

HWTM/Cr G Duncan. Carried

12 Public Excluded

The meeting went into public excluded session 3.00pm

Resolution to Exclude the Public

Resolved minute number **22/RDC/399**

That the public be excluded from the following parts of the proceedings of this meeting.

1. Marton Rail Hub - CR Law Contract Variation Increase
2. Taihape Papakai Wastewater pump station
3. Digitisation of Property Files
4. Follow-up Action Items from Council (Public Excluded) Meetings

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the *Local Government Official Information and Meetings Act 1987* for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
12.1 - Marton Rail Hub - CR Law Contract Variation Increase	s7(2)(a) - Privacy s7(2)(b)(ii) - Commercial Position s7(2)(h) - Commercial Activities s7(2)(i) - Negotiations	s48(1)(a)(i)
12.2 - Taihape Papakai Wastewater pump station	s7(2)(h) - Commercial Activities s7(2)(i) - Negotiations	s48(1)(a)(i)
12.3 - Digitisation of Property Files	s7(2)(h) - Commercial Activities	s48(1)(a)(i)
12.4 - Follow-up Action Items from Council (Public Excluded) Meetings	s7(2)(a) - Privacy s7(2)(b)(ii) - Commercial Position s7(2)(h) - Commercial Activities s7(2)(i) - Negotiations	s48(1)(a)(i)

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by Section 6 or Section 7 of the Act which would be prejudiced by the holding or the whole or the relevant part of the proceedings of the meeting in public as specified above.

Cr B Carter/Cr D Wilson. Carried

13 Open Meeting

The meeting went into open session 4.48PM

Resolved minute number **22/RDC/408**

That the public excluded meeting move into an open meeting, and the below recommendations be confirmed in the open meeting:

22/RDC/400 - 22/RDC/407

Cr B Carter/Cr T Piki Te Ora Hiroa. Carried

The meeting closed at 4.48PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 23 November 2022.

.....

Chairperson

7 Follow-up Action Items from Previous Meetings

7.1 Follow-up Action Items from Council Meetings

Author: Kezia Spence, Governance Advisor

Authoriser: Carol Gordon, Group Manager - Democracy & Planning

1. Reason for Report

- 1.1 On the list attached are items raised at previous Council meetings. Items indicate who is responsible for each follow up, and a brief status comment.

2. Decision Making Process

- 2.1 Staff have assessed the requirements of the Local Government Act 2002 in relation to this item and have concluded that, as this report is for information only, the decision-making provisions do not apply.

Attachments:

1. **Follow-up Actions Register** [↓](#)

Recommendation

That the report 'Follow-up Action Items from Council Meetings' be received.

Current Follow-up Actions

Item	From Meeting Date	Details	Person Assigned	Status Comments	Status
1	3-Nov-22	Mangaweka bridge - remove old signage posts that are in the area	CE	CE to clarify with Cr Dalgety	In progress
2	3-Nov-22	Mangaweka bridge -increase the size of the font on the Pouwhenua plaque	CE	CE to clarify with CR Hiroa	In progress
3	3-Nov-22	Mayor to advise that Council supported the nomination of Mayor Neil Holdom as Zone 3 Rep on LGNZ National Council	Mayor / Karen	This has been superseded by a recommendation in the Mayor's Report to Council - 23 November 2022	In progress
4	3-Nov-22	Check that the Bulls rubbish dump site tested during the recent round of PFAS testing.	CE	Staff are reviewing what bores have been tested by Council and what sites have been historically tested by others. This will form a consolidated understanding of previous testing and a regular test regime in the future.	In progress
5	3-Nov-22	That staff provide a report to Council on the unsolicited offer received to seismically strengthen the Taihape Town Hall, to give advice on the impacts of Council's procurement policy and budgets, and any legal requirements that may need to be considered	Adina	Will be brought to Council in early 2023 as part of the final Business Case report.	In progress
6	3-Nov-22	advise all parties of all council appointments	Kezia	Advice has been given.	Completed
7	3-Nov-22	advise Horizons of RTC and PTC appointments	Karen	Emailed advice to Horizons on 15 November 2022	Completed
8	3-Nov-22	Set up meeting for working group for Taihape Mem Park Grandstand submission to Heritage NZ (Gill, Tracey, Jeff)	Gaylene	Met with Working Group and Sub-Committee. A submission has been sent in and update was made to the sub-committee	Completed
9	29-Sep-22	Paul McLean (public forum) requested a review of his rates	Dave Tombs	A report is on the agenda for the 23 November Council meeting.	In progress
10	29-Sep-22	Chief Executive to investigate and advise the total cost of Te Matapihi project, and separate the Bulls Bus Lane and Town Square costs.	CE/ Arno	To be provided at the December council meeting	In progress
11	29-Sep-22	Staff to undertake a desk top analysis of the range of costs that are likely for provision of a changing space at Te Matapihi to accommodate 200 people and a minimum of 2 bathrooms	Arno / Adina	To be scheduled for first half of 2023	In progress
12	29-Sep-22	Staff continue to pursue reduced cost options for strengthening the Taihape Grandstand, to report these options to the December Council meeting, and to keep the Taihape Heritage Group Grandstand Subcommittee apprised of this action	Arno / Adina	A report will be provided at the December/January council meeting. An update on the project is in the PMO report.	In progress
13	25-Aug-22	As per resolution 22/RDC/305 : That, should "better off" funding be received for the Hautapu River Parks Project, Council enters into a formal agreement with the Friends of Taihape for them to conduct ongoing maintenance of the bridges.	Arno	We are yet to receive a decision on the Better Off Funding application.	In progress
14	30-Jun-22	As per resolution 22/RDC/239 : staff to include locations details on their photos in the Destination Management Plan, as per the approved request from the Bulls Community Committee.	Jen Britton	The Destination Management Plan is being updated with this information, and it is expected that this project will be completed in February.	In progress
15	30-Jun-22	Adoption of the Procurement Policy; this was left to lie at Council's 30 June 2022 meeting, in order to allow the PMO to review the policy and make changes. Once these changes are complete, the policy will go back to the Audit and Risk Committee for review/feedback, before being presented to full Council for adoption.	Adina Foley	This will be brought back to Finance Committee in the first meeting in 2023	In progress
16	30-Jun-22	As per resolution 22/RDC/223 : That Council endorses the establishment of a regular meeting between the Board of Ngā Wairiki Ngāti Apa and Council and requests the Chief Executive explore options for, and the scope of, a formal agreement between the two parties on housing.	CE	Verbally advised to CE of Ngā Wairiki Ngāti Apa	Completed
17	26-May-22	As per resolution 22/RDC/165 : That due to safety concerns around vehicles other than buses using the Bulls Bus Lane, Council staff be asked to investigate possible options around discouragement and enforcement practices.	Gaylene Prince / Johan Cullis	Staff are presently investigating software compatibility with our suppliers. Staff are also drafting a bylaw for Council's consideration that will allow enforcement action.	In progress
18	28-Apr-22	Mr Beggs will confirm the status of the agreement with the Mangaweka Bridge Historical group regarding the ongoing maintenance and use of the old Mangaweka Cantilever Bridge.	CE	A Memo of Understanding exists between Manawatu and Rangitikei District Councils and the Historic Society. This was signed 31 March 2021. The bridge is a legal road; each of the 2 Councils own and have responsibility for the road to the centreline of the Rangitikei River. The 2 councils will progress stopping of the road (bridge), following which there can be a more formal handover to the Historical Society. This is not expected until mid-2023	In progress

19	31-Mar-22	Staff to provide a report to a future Council meeting on the Putorino Water Supply Scheme.	Arno Benadie	No new updates available at this time.	In progress
20	28-Oct-21	With regards to the recommendation from the Bulls Community Committee for rubbish bin/s at the picnic area at the Bulls river: A recommendation by Council to approve this request was lost, and Cr Gordon instead requested that staff contact Horizons Regional Council and request that they investigate this further as this area of land lies under their responsibility. From 3 Nov meeting - Cr Carter raised the issue of fly tipping - CE undertook to speak to him more about this.	Arno Benadie / Murray Phillips	Staff have met with David Rei Miller (Operations Manager – River Management) Horizons. Both Council and Horizons agree installing a litter bin/s throughout this area is likely to cause an influx of litter/fly tipping. Both organisations will jointly investigate installing 'pack in, pack out' signs throughout the area. Wants to know what happens when people do dump rubbish. Cr Carter and CE to meet and discuss.	In progress
21	30-Sep-21	As per resolutions 21/RDC/291 and 21/RDC/292 : Staff to progress the sale of the stopped road at the front boundary of 66 Kiwi Road, Taihape, noting that Council's costs of road stopping are to be paid by the purchasers through a non-refundable deposit.	Arno Benadie	Survey completed and now awaiting LINZ approval of the plan. LINZ is way behind in this work at present and we expect some delays to complete this portion of the work. Plan approval still awaited from LINZ. The landowners/purchasers are regularly updated by phone or email. Update 28/10: Survey completed. LINZ approval awaited.	In progress
22	25-Mar-21	Staff to advise the Hunterville Community Committee on costings and requirements to create disability access to the Hunterville town hall. Update: Cr Lambert sought an update on this item at the Council meeting 16 Dec 21. Mr Benadie advised that he will follow up on this and provide an update.	Adina Foley	Consultants engaged to complete a detailed seismic assessment as well as a disability access assessment on the building. Work expected to be completed in November 2022 and will report back to the Community Committee once this has been completed	In progress
23	2020	20/RDC/478 Authority to negotiate and enter into a Licence to Occupy part of the unformed road at the South approach to Mokai Bridge. Update August 2022 (length of licence) As per Cr Gordon's query, staff to investigate the length of the licence to occupy for the unformed road at the South approach to Mokai Bridge and update this action accordingly.	Graeme Pointon	The building owner is working with their Lawyer to develop a suitable proposal. Council can take no action until the owner and potential purchaser have developed their agreement further. Update September 2022 (length of licence) The proposed Licensee is almost ready to proceed with its purchase of the building. A further korero is scheduled for early October. Term of proposed Licence period is yet to be negotiated. Update 28/10: Negotiations proceeding. Potential licensee very positive. 10/11/22 Further meeting scheduled on site 22/11/22 Potential licensee proposes to proceed as soon as funding available	In progress

8 Mayor's Report

8.1 Mayor's Report - 23 November 2022

Author: Mayor Andy Watson

Council has had its first meeting to induct Councillors and to outline committee structures. Today's Council meeting will formalise membership of those committees. There is a realisation for Councillors and staff that the workload this triennium will be far heavier than has been the case previously. The new responsibilities that Council have around Government legislation and the transition of Three Waters to separate entities, RMA reform etc is substantial and as of now lacks clarity and detail.

The workload means that it will be difficult for Councillors to be across all bodies of Council work and my suggestion is that Councillors may wish to enter committees suitable to their skills and interests.

This approach comes with a couple of caveats, if that is the correct term. As a Councillor you will have a responsibility to understand and if necessary question any work program or Council decision. However there is an element of trust involved and that is to trust the skill of those involved with committees that you are not on and to give reasonable levels of delegation formally where possible so that the relitigating of committee recommendations at full Councils is kept to matters of consequence.

As part of that trust process Council has decided that from now on workshops will be publicly notified and open to the general public, but not live-streamed. Standing committees and Council will also be open to the public and live-streamed.

All Councillors attended a two day offsite team building meeting recently which was hugely successful and I would like to thank Council staff and Local Government New Zealand for their help in facilitating this.

I took to Council at it's 3 November 2022 meeting the LGNZ Zone 3 representation selection to National Council. At that stage we had two candidates and illustrated a preference for one. The situation since that meeting has changed with a new candidate coming into play, Craig Little Mayor of Wairoa. I have subsequently canvassed Councillors and their preference has been for our vote for National Council representation to support Craig who is already co-Chair of Zone 3. In moving my Mayoral Report I am acknowledging the change from the previous recommendation supporting Mayor Neil Holdom.

Government is pushing ahead at pace with reforms and it has been a real challenge to meet submission deadlines to give Government our local stance. This week for example, with little notice we are submitting on the proposed emissions levies put on our farming practices and carbon credit forestry. These are incredibly important submissions as the reforms will affect the profitability of many farms who will be threatened with a reduction of around 20% of farm income in the sheep and beef industry. From a business perspective it is difficult to criticise farm owners selling their land for carbon credit forestry but from a social perspective the results are disastrous with less employment available which means long term schools and rural communities will be severely impacted.

The funding for roading both locally and nationally is challenging. All of us notice the potholes and decreased maintenance of our networks. This funding is principally set by Waka Kotahi grants and Government budgets. As I understand it those budgets will not be increased or reviewed until 2024,

ITEM 8.1

while the inflationary costs of roading per year arguably are approaching 30% per annum. There will be roads in NZ that are not reinstated after climatic events and the deterioration of local roads is sadly inevitable under this funding regime. Locally we also know that the impact of forestry harvesting is on us now as the “wall of wood” becomes a reality. We started looking at introducing a differential on roading rates for identified forestry properties in the Long Term Plan. We put that decision on hold to consult further with the sector, something that we are currently undertaking. We will add this consultation occurring now to be part of the Annual Plan consultation to give options that have been worked through with the industry.

Last Saturday we saw Marton Market day delivered by Council for the first time. We got lucky with the weather and had a successful day with thousands of visitors to Marton. By all accounts our retail stores also had a very good day. I would like to take a moment to thank those who volunteered to help the event be such a success from council staff to community members giving up their time led by Jen Britton. Special thanks has to go to Lions and Marton Rotary for their members volunteering their time event on event to help make sure the manpower is there for these sorts of events to happen, and to Booths Transport (and Bruce Gordon Contracting) for stepping in at the last minute and lending us a truck for the day to act as the main stage. It is community spirit like this that makes our district such a great place to call home.

Over the last few days Arohanui Hospice held a fundraising event called Hearts & Homes where homesteads and gardens throughout the Rangitikei became part of an organised tour. Huge numbers of people took up the opportunity to support the Hospice and to look at our outstanding properties. This, like Market Day, also provided an opportunity for our local retailers to benefit. I called into Ward Furniture for example and for the last week they have been incredibly busy dealing with people from out of town who were associated with the Hospice event. We have an events funding arm of Council and this another classic case of where our community gets repaid for our investment in the events area.

Earlier in the month we held our first citizenship ceremony for quite some time. These processes have been held up through covid times and it was fantastic to be able to start to put them back in place. We welcomed citizens from Western Samoa, Russia, United Kingdom, South Africa, Canada and the USA and for the first time we were recognising King Charles III in our ceremony.

On 8 November I was asked to attend a Mayoral Taskforce for Jobs Parliamentary Breakfast in Wellington with James Towers and Marton’s Ngaire-Ann Takimoana where Government was wanting to recognise the success of the Mayoral Taskforce for Jobs. Our Council, being one of the four founding Councils, was asked to provide a success story and Ngaire-Ann was the classic story - placed through Mayor’s Taskforce to work for a prominent farming/horticulture organisation just outside Bulls she has quickly graduated to being a foreman with a significant number of staff under her. She spoke at Parliament around the trust she has been given and the skills she’s been able to pick up and her future looks incredibly bright. It is challenging for a young person to speak in front of the Government Ministers at Parliament and I thought Ngaire-Ann handled herself incredibly well, congratulations.

Over the last couple of years attending school prizegiving functions has been a challenge with covid restrictions and as the community have been released from the covid prison it has been pleasing to be able to attend a number of end of year school functions recently. As part of that we have awarded Council scholarships to rangatahi at Taihape Area School and Rangitikei College for tertiary education. I am keen for Council to also look at recognising and providing for apprenticeship funding across the district and there will be more to come on this matter.

Last Saturday was an incredibly busy day for me, attending five different functions throughout our district. The highlight to me was the Investiture of Judge Rachael Parata Mullins where she was admitted to the judicial bench as a judge. This is a classic case of a local girl excelling. Rachael attended Taihape Area School and went on to study law, graduate and now be admitted as a judge. She had requested that investiture be held at the school and she was supported by approximately 400 people who had travelled from all over to attend the ceremony. One of her local teachers spoke in glowing terms of Rachael around what she has achieved and her community involvement. Quite an amazing powhiri and celebration to be part of.

Late Saturday afternoon I attended the Koitiata Volunteer Fire Brigade Honours Evening and took the opportunity while in Koitiata to arrive early and spend some time being shown the drainage issues from farming land through forestry and Council-administered reserve to the lagoon and sea. This is an issue that has sat on our table for years. It is complex but essentially arose from land use change permitted by Horizons. It is a pity that Horizons missed a community meeting recently looking to resolve this issue but I am hopeful that we can navigate a way forward.

I have received a number of emails over the last week or so around the establishment of Maori Wards and reference statements around Local Government's direction. I have been asked to take the community's concerns to Council and doing so I am supplying a tabled letter as appendix to that.

ITEM 8.1

Mayors Engagement

November 2022

1	Attended Regional Transport Matters/Regional Chiefs fortnightly Zoom meeting Attended Citizenship Ceremony
2	Attended Taihape Area School RDC Scholarship Interview Attended Rangitikei College Prizegiving Attended Meeting with Deputy Mayor
3	Attended DIA Planning Technical Working Group Co-Chair Hui Attended weekly meeting with Chief Executive Attended Council Meeting Attended DIA Zoom – 3W Establishment Chief Executive Entity B interview pre-meet
4	Attended Akona – Elected Members Induction Day Attended Finances 101 and Internal Audit Advice Zoom
6	Attended Gathering for new Elected Members/Executive Leadership Team Makoura Lodge
7	Attended Gathering for new Elected Members/Executive Leadership Team Makoura Lodge
8	Attended Mayoral Taskforce for Jobs Parliamentary Breakfast Wellington Attended meeting with staff re Code of Conduct/Standing Orders Attended weekly meeting with Chief Executive Attended weekly meeting with Deputy Mayor
9	Attended DIA 3W Entity B Interviews for Chief Executive
10	Attended meeting re Koitiata flooding issue with stakeholders Attending meeting with ratepayer Attended LGNZ Leaders Zoom Attended BA5 in Taihape Attended Agriculture Emission Pricing presentation by Andrew Hoggard
11	Attended Mayoral Taskforce for Jobs meeting with Iwi and Chief Executive Attended Armistice Day Service at Marton Cenotaph Attended Waka Kotahi quarterly meeting
12	Attended Marton Market Day Attended Bulls Rose & Flower Show Attended Investiture Ceremony for Judge Rachael Parata Mullins in Taihape Attended Koitiata Volunteer Fire Brigade Honours Evening
13	Attended Hearts & Homes Thank you Function Attended Remembrance Sunday Service at Greatford
16	Attended weekly meeting with Chief Executive Attended inaugural Audit & Risk Meeting

	Attended Council Workshop – Finances 101
17	Attended Rural & Provincial Sector Meeting Wellington
18	Attended Fortnightly Discussion on Economic Development Attended Meet & Greet with Regional Manager Downer Manawatu Attended Fish & Game Event at Tutaenui Reservoir – Ohakea Personnel
19	Attended Fish & Game Event at Tutaenui Reservoir – Public Open Day Attended Ratana Playground & Whanau Space Opening
21	Attended breakfast meeting with Mayor Helen Worboys Attended Hunterville Rural Water Supply Sub-Committee Meeting Attended Differential on Roding Rate for Forestry meeting at Mokai Patea Services
22	Attended weekly meeting with Chief Executive Attended JBS Dudding Trust Annual Meeting Attended weekly meeting with Deputy Mayor
23	To attend inaugural Finance/Performance Committee Meeting To attend Council Meeting
24	To attend LGNZ Zone 3 Meeting in Whanganui To attend LGNZ Leaders Zoom
25	To attend LGNZ Zone 3 Meeting in Whanganui To attend LGNZ Workshop – How can we revitalise local democracy?
26	To attend Queen’s Memorial Tree Planting at Marton Park
27	To attend Christmas Bonanza in Marton
29	To attend Regional Transport Matters/Regional Chiefs Fortnightly Zoom Meeting To attend Erewhon Rural Water Supply Sub-Committee Meeting To attend Bulls Community Committee Meeting
30	To attend LGNZ Workshop – How should local government be structured?

Attachments:

1. Email from Mariata Couch dated 5 November 2022 regarding Maori Wards [↓](#)

Recommendation 1

That the Mayor’s Report – 23 November 2022 be received.

Recommendation 2

That the email from Mariata Couch dated 5 November 2022 regarding the adoption of the Maori Wards be received.

ITEM 8.1

ATTACHMENT 1

From: Rangitikei District Council <web-form@rangitikei.govt.nz>
Sent: Saturday, 5 November 2022 2:34 pm
To: complaints <complaints@rangitikei.govt.nz>
Subject: Resolution form submission Mariata Couch

Submitted on: Saturday, November 5, 2022 at 2:34pm

Your Name	Mariata Couch
Address	833 Mangahoe Rd Hunterville
Home Phone	
Mobile Phone	0273290996
Email	awhinaexperience@xtra.co.nz
Best option for contact	Email
Department	Governance

Complaint details

This is a copy of the Complaint I have sent to the Electoral commission, I am submitting this as a Complaint to the Rangitikei Council as well. Tena Koe, I would like to submit a formal Complaint in regard to the adoption of the Maori Ward, segregated voting process, recently used by the Rangitikei Council 2022. Maori Roll was instated to validate the x2 parliamentary seats for Maori 1849, this roll was not activated until 1949 elections. The Maori roll was never intended or designed for district/ local elections. I have asked my local Council for statistics relating to the acceptance of the Maori Ward, but my Council were unable to provide me these details. In my recent local Council elections I was segregated from my family & community by this Maori ward process. I was able to vote for a Mayor & due to 1 delegate on the Maori Ward my vote was not necessary. I was unable to vote for my Community Council representatives. I do not know the Maori Ward delegate, never heard of or met this person yet she received my vote without my consent. I have spoken to local people about this as our Community was asked for feedback on the Maori Ward. I myself had disagreed with this process, my reason being, if you wish to stand for a Councillor position you do so on your own merit, passion & dedication for your community, not because of your Culture. I have been a community committee representative for the last few years, I questioned & informed my peers & friends on their thoughts, & had they been aware by accepting the Maori Ward, those on the Maori roll would not be able to vote for local Council representatives, they would not have supported it. They have all mentioned there was no information to say those on the Maori roll would lose the right to support local Council nominees. This process has now clearly put me outside of my Community,

separate from the community I wholeheartedly support, the local councillors in my Community are no longer the people I can access or support as I was not a necessary vote in their placement? So I feel if I didn't support them, I am not entitled (morally) to use them. This has embarrassed me & I am truly let down by this segregation act. Questions: 1. If this Maori ward pertained directly & solely to those on the Maori roll, why was the choice of acceptance applied to All/General public? Should it have solely been offered to those existing on the Maori roll, as it would only directly effect their choice? 2. In making my call to Council in regard to this matter, the first solution offered was for me to change roll? Is that the primary answer? I am very concerned at the current political & cultural manipulation being filtrated into our existing blended societies. This process & other Cultural seperative initiatives are destroying many existing family unions & generational relationships. Are you too not concerned? And statistically speaking, in my home lives 3 Maori, 1 on the Maori roll & 2 on the General. I am pleased the other 2/3rd's of my family are able to be supported by my local reps, but truly let down for my position! You have no right to use the Maori roll for anything other than parliamentary voting!!! I look forward to the open opportunity to address this issue & to ensure the Maori roll is not misused any further or in the future! I am on the Maori roll, I am a result of the treaty partnership , I am a New Zealander, stop taking my rights to live in this Country in peace! It is not yours, it is ours don't forget that. Look forward to your response. Naku Noa, Mariata Couch

Have you already made contact
with this
team/department/individual?

No

9 Chief Executive's Report

9.1 Chief Executive Report - November 2022

Author: Peter Beggs, Chief Executive

Authoriser: Peter Beggs, Chief Executive

1. Reason for Report

- 1.1 This report provides Elected Members with an update on key activities across the organisation. Items requiring a specific decision are towards the end of this report.

2. Events Held in October

2.1 School Sports Events:

- 21 October - Taihape Area School Athletics and Cross Country – Taihape Memorial Park
- 21 October - Taihape Touch Rugby – Taihape Memorial Park (start of the season week 1)
- 25 October - Taihape Area School Whole School Cross Country – Taihape Memorial Park
- 28 October - St Joes Cross Country – Taihape Memorial Park
- 28 October - Taihape Touch Rugby – Taihape Memorial Park (start of the season week 2)

2.2 Community Events:

- 29 October - Shemozzle Festival - Hunterville Domain

3. Health Safety and Wellbeing Update

- 3.1 The dashboards for September and October 2022 are attached (Attachments 1 and 2).

4. Engagement and Consultation Schedule – 2022/23

- 4.1 An updated Engagement and Consultation schedule is attached (Attachment 3), for the Council's information.

5. Parks and Open Spaces Strategy Update

- 5.1 Staff have been working with an external consultant to prepare a Parks and Open Spaces Strategy for Council consideration. This 30 year strategy seeks to form the basis of future development of our parks and reserves, be based on industry best practise and be aligned with Council's Spatial Planning Project. Engagement with relevant community organisations and representatives has occurred. A draft plan is to be submitted to

Council workshop early in 2023, with feedback and a request from staff for a Council sub-committee to drive the draft strategy to completion.

- 5.2 There are a number of community initiatives that have been paused while this strategy has been developed. These initiatives include: Taihape Play Park, Marton Velodrome re-sealing, Tutaeporoporo Action Trail, Wilson Park fitness trail, Christmas tree in the Marton green space bordered by Lower High Street and Broadway, Bulls Domain, and others. Many of these projects are partially or mostly funded by the community and/or external sources. Some projects have received Council funding through the Long Term Plan or Annual Plan.
- 5.3 Staff and the strategy consultant have confirmed that each of the projects listed in 5.2 are appropriate and aligned with the future strategy. As a result, I have initiated an internal project team to coordinate the projects and to work with each of the relevant community groups to initiate project planning, to bring to Council any issue requiring decision, and to provide Council and the community with regular updates.

6. Update from the Three Waters National Transition Unit

- 6.1 Attachment 4 provides an update on the Select Committee Report on the Water Services Entities Bill from the Three Waters National Transition Unit.
- 6.2 A briefing note has also been sent from Brent Manning, Council Interface Manager - Entity B from the Three Waters Reform National Transition Unit to provide supplementary, more detailed information on the Three Waters transition process (see Attachment 5).
- 6.3 Council staff continue to work with the Department of Internal Affairs National Transition Unit (DIA NTU) to support their various requests for information. Council have been granted \$353k to support this work, and are using a combination of staff and external resources to support. Some responses have been delayed due to the unfortunate absence of Council's Chief Operating Officer, however the delays have been communicated and accepted by DIA.

7. Community Water Fluoridation – Letter from the Ministry of Health

- 7.1 The Ministry of Health have written to Council advising they are actively considering whether to direct us to fluoridate water supplies in Marton, Taihape and Bulls. A copy of their letter is attached (Attachment 6). They are asking for estimated costs of adding fluoride to the drinking water and ongoing management and monitoring; and when we could comply if there was a direction to fluoridate.

8. Roothing Budget Paper Delay

- 8.1 At the end of the last triennium, staff provided Council with a revised capital expenditure forecast to take into account unforeseen challenges in achieving the approved capital budget. These delays included consenting, design finalisation and supply chain capacity. It was noted at that time that the revised capital expenditure forecast did not include necessary changes in roading capital expenditure.

- 8.2 Staff had intended to provide a revised roading capital expenditure forecast to this meeting, however the requisite data was not available in time and is therefore delayed until the December Council meeting.

9. Elected Members Regional Forum – Thursday 23 February 2023

- 9.1 I have been asked to remind elected members that this forum is being held on Thursday, 23 February from 10am – 8pm. The venue for the day will be Te Matapihi – Bulls Community Centre, followed by a tour and dinner at NZDF Base Ohakea.
- 9.2 This Forum (previously called the RTA Forum), is open to all Mayors / Chief Executives / Elected Members / Senior Managers / Community Board Members in the Horizons region. The agenda for the day is currently being prepared and registrations will open early 2023.

10. External Submissions

- 10.1 The updated list of current and recently closed submissions, including proposed actions is attached (Attachment 7).

Consultations proposed for submission

- 10.2 *National Direction for Plantation and Exotic Carbon Afforestation* – A submission has been prepared with elected member feedback and will be lodged by the closing date of 18 November 2022.
- 10.3 *Pricing Agricultural Emissions* – A submission is being prepared and will be lodged by the closing date of 18 November 2022.
- 10.4 *Second Tranche of Drinking Water and Wastewater Network Environmental Performance Measures* – Officers are working with Manawātū District Council to prepare a submission referencing the shared services agreement. This will be circulated for Council approval prior to submission. Submissions close on 25 November 2022.
- 10.5 *Charities Amendment Bill* – As discussed at the Council meeting on 3 November 2022, officers will prepare a draft submission on this Bill for Council approval. Submissions close on 9 December 2022.
- 10.6 *Business Payment Practices Bill* – A Bill introducing a requirement for businesses to disclose the timeframe of payments to smaller businesses. Officers are reviewing the Bill and will prepare a draft for Council feedback prior to the submission due date of 8 January 2023.
- 10.7 *Waka Kotahi Draft Interim State Highway Speed Management Plan* – Officers will review the Draft Plan and seek Council feedback prior to submissions closing on 12 December 2022.
- 10.8 *Consultation on reducing the emissions impact of fluorinated gasses* – A Ministry for the Environment consultation on controlling the importation and sale of these refrigerants including a product stewardship scheme. Officers suggest submitting, indicating this is relevant to Council but there is no capacity to prepare a response. Submissions close on 18 December 2022.

10.9 *Business Payment Practices Regulations* – Regulations to be put into place to enact the Bill referenced in 10.4. Officers will prepare a submission for Council to review prior to the due date of 28 February 2023.

10.10 *National Environment Plan on PFAS* – A consultation on changes to the draft National Environment Plan on PFAS. This gives technical guidance and standards on the monitoring and management of soil and water, as well as appropriate disposal of materials containing PFAS. Submissions close on 28 February 2023.

10.11 *Future for Local Government Draft Report* – The Future for Local Government Panel has released a draft report including 29 recommendations and associated questions. Submissions close on 28 February 2023.

Upcoming consultations

10.12 The Spatial Planning Bill and Natural and Built Environment Bill were introduced to parliament on 15 November 2022. When they are referred to the Environment Select Committee the consultation period will be determined. Officers will monitor the progress of the bills and prepare a submission with Council when consultation is open.

Consultations submitted on during November 2022

10.13 *A Fair Chance for All Interim Report* – Officers prepared a submission stating the lack of capacity for a response and noting support of the Taituarā submission (Attachment 8). Submissions closed on 11 November 2022.

10.14 *Proposed Change 3 (Urban Development)* – A detailed submission (Attachment 9) was prepared and submitted by the closing date of 15 November 2022.

11. Decision Making Process

11.1 This item is not considered to be a significant decision according to the Council's Policy on Significance and Engagement.

Attachments:

1. H&S Dashboard - September 2022 [↓](#)
2. H&S Dashboard - October 2022 [↓](#)
3. Consultation and Engagement Schedule - Nov 22 [↓](#)
4. Three Waters National Transition Unit - Select Committee Report [↓](#)
5. Supplementary briefing paper for Elected Members [↓](#)
6. Letter from the Ministry of Health - Flouridation [↓](#)
7. External submissions Nov 22 [↓](#)
8. Submission on Fair Chance for All [↓](#)
9. Horizons Plan Change 3 Urban Development - November 2022 [↓](#)

Recommendation

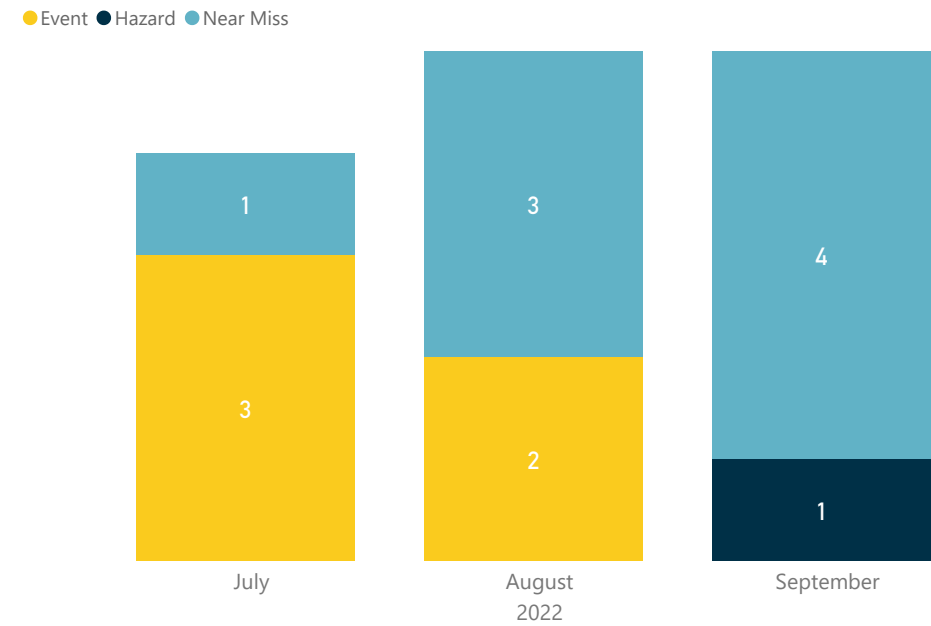
That the Chief Executive's Report – November 2022 be received.



Rangitikei District Council Health & Safety

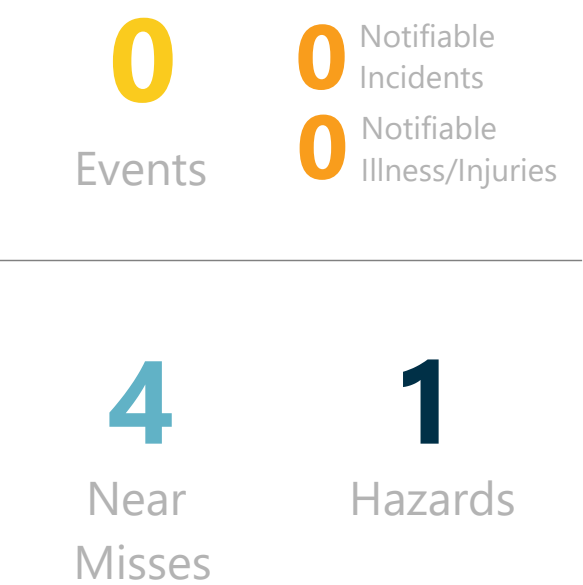
Events, Hazards and Near Misses

01 June 2022 to date



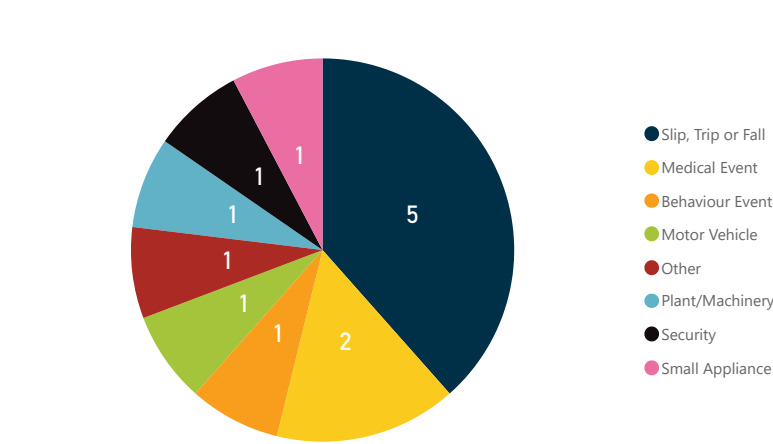
Last month

September 2022



Event/Near Miss Category

01 June 2022 to date



Wellbeing News

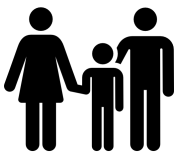
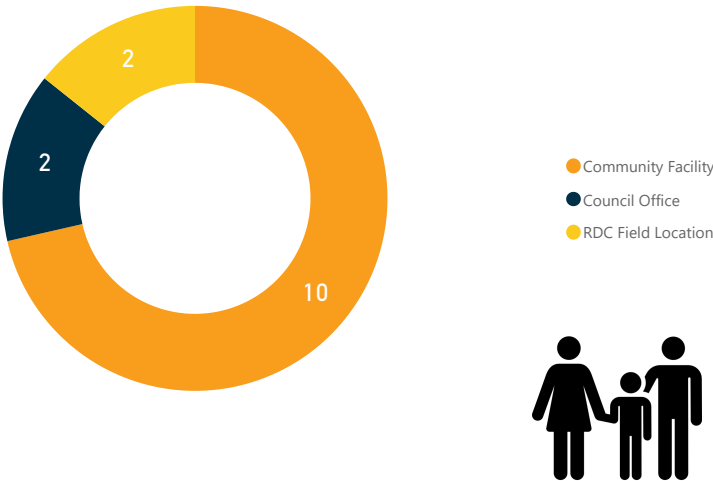
Avoid manual handling injuries- Protect your back!!
Some roles require staff to lift, push, pull or carry heavy objects. If the load is too heavy to move or carry by yourself ask for help, use a trolley or move the load in stages.

When you pick up the load make sure you stand reasonably close to the load with your feet hip-width apart and with one foot slightly forward, pointing in the direction that you are going to go. Your knees should be bent while maintaining a good posture. Breathe in before commencing the lift and make sure you have a good grip. Carry out the lift smoothly, avoiding any jerky or twisting movements to avoid straining your back. Keeping your back straight, arms close to your body and using your legs to take the strain step off in the direction your front foot is pointing, keeping the load close to your body. If necessary stop and have a rest. For more guidance on safe lifting techniques, have a look at www.worksafe.govt.nz/topic-and-industry/manual-handling/lifting-and-carrying

AED's
We have four AED Defibrillators (AEDs) which are available for staff and community use. The AED's are located at the Marton Office, King St Depot, Taihape Library and Te Matapihi. The AED's come with clear instructions on how to use them, and training is currently underway for staff. If you would like to join one of the upcoming training sessions please contact Marcelle Williams

Location

Events, Hazards and Near Misses



Driver Ratings

	Jul	Aug	Sep
★★★★★	6	6	8
★★★★	12	8	12
★★★	15	17	13
★★	5	7	5
★	0	0	0

Note: The star ratings measure over-speed, sharp acceleration and harsh breaking events as per data captured from E-Roads

Coming Up

Full Molemaps and Annual Rechecks
Full body Molemaps and annual rechecks are scheduled for October and November. Vouchers are available for staff who would prefer to go to either the Wanganui or Palmerston North clinics. Contact Marcelle Williams for further information.

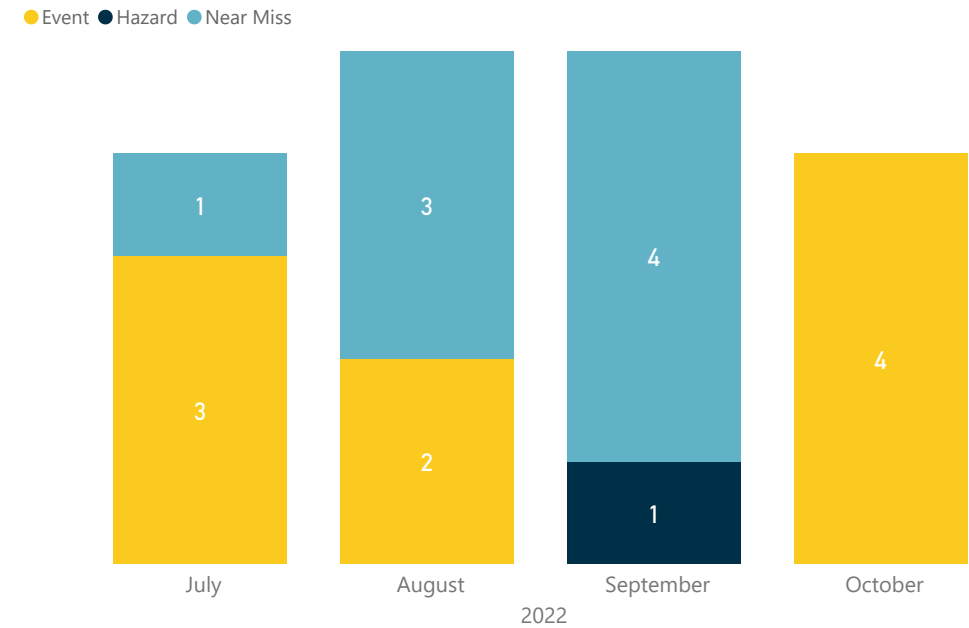
Regional Local Government HSR Forum - 2 November 2022
This is a fantastic opportunity for our HSW Reps to get together with HSW Reps from other Councils in our Region for a day of professional development and networking. Please contact Marcelle for more information.



Rangitikei District Council Health & Safety

Events, Hazards and Near Misses

01 June 2022 to date



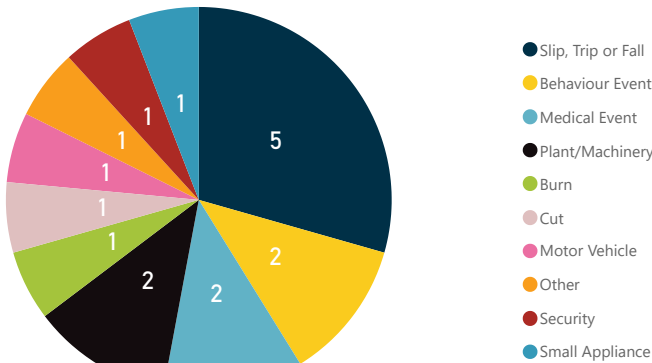
Last month
October 2022

4 Events
0 Notifiable Incidents
0 Notifiable Illness/Injuries

0 Near Misses
0 Hazards

Event/Near Miss Category

01 June 2022 to date



Wellbeing News

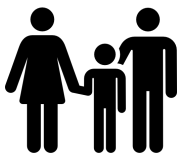
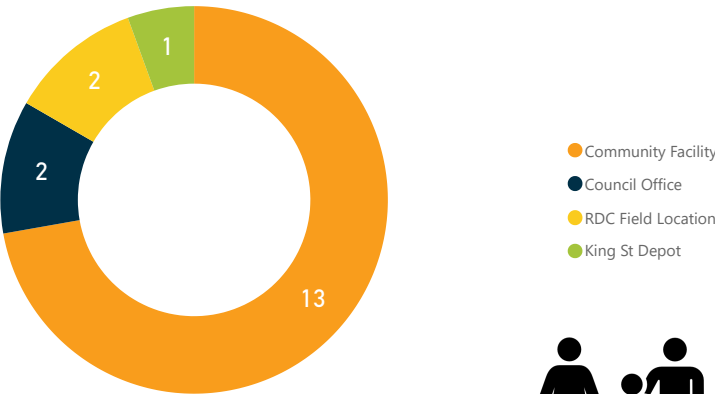
Enjoy the sun and be sun smart
The days are getting warmer and spending time outside is a great way to be physically active, reduce stress and get some vitamin D. Protect yourself from the harmful effects of the sun by using sunscreen, a sun hat and sunglasses and where possible stay in the shade.

My Everyday Wellbeing
Just a reminder that as an RDC employee, and as part of our Wellbeing Programme, you and your household can get free access to all the on-line health and wellbeing resources on the My Everyday Wellbeing site. Resources include healthy recipes, wellbeing videos, exercise tips, healthy lifestyle challenges, and lots more. If you don't already have access and want to set up your account, or need to change your password, please contact Marcelle Williams.

We're Making Reporting Incidents a Lot Easier!
A small cross-council team has been collaborating to develop an on-line form to make it much easier to report accidents, near misses and hazards. It's almost finished, and soon we'll be trialing it with a couple of teams to make sure it's working the way we want it to before we launch it across RDC.

Location

Events, Hazards and Near Misses



Driver Ratings

	Aug	Sept	Oct
★★★★★	6	8	5
★★★★	8	12	12
★★★	17	13	15
★★	7	5	5
★	0	0	0

Note: The star ratings measure over-speed, sharp acceleration and harsh braking events as per data captured from E-Roads


Coming Up

Full Mole Maps and Annual Rechecks
Full body mole maps and annual rechecks are scheduled for November. Vouchers are available for staff who would prefer to go to either the Wanganui or Palmerston North clinics. Contact Marcelle Williams for further information.

Prevention of Back Injury Training - 14 December 2022
Safety n Action will be providing two half-day training sessions on the Prevention of Back Injuries. This course teaches effective lifting and moving techniques to help prevent back injuries. If you are interested in attending a Prevention of Back Injury training course please contact Marcelle Williams.

Engagement / Consultations - 2022/23

RANGITĪKEI DISTRICT COUNCIL

TOPIC	Staff (Lead)	Elected Member (Lead)	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Marton Buildings	Adina	Cr Wilson											Public Consultation		
Pae Tawhiti Rangitikei Beyond - Spatial Plan	Katrina	Cr Gordon									Public Consultation				
Future of Local Government	Peter		Stakeholder Engagement	Public Consultation											FINAL REPORT DUE
Three Waters	Arno							NEXT STEPS	TO BE CONFIRMED						
RMA Reforms	Katrina						Public Consultation								
Annual Plan 2023/24	Carol												Public Consultation		
Forestry Differential	Dave							Public Consultation							
Traffic and Parking Bylaw	Georgia												Public Consultation		
Local Body Elections	Carol	N/A	Local, Regional and National Campaign												
Comm/ Res Management Committee Nominations	Carol							Public Consultation							
Business Baseline Survey	Jo		Public Engagement												
Primary Producers' Needs Assessment	Jo			Public Engagement											
Welcoming Communities Rangitikei	Rhianna		Public Engagement				Stakeholder Engagement								

Key

Stakeholder Engagement (by other orgs)


Stakeholder Engagement (RDC)

Public Consultation

Public Engagement

Public Consultation (by Central Government)

Local and national campaign - Enrolments, Standing for Council, Voting

 Election Day



Select Committee Report on The Water Services Entities Bill

On 11 November the Finance and Expenditure Committee issued its report on the Water Services Entities Bill. The Bill establishes four publicly owned dedicated water services entities that will provide safe, reliable, and efficient water services through improved investment and management.

The Committee considered over 80,000 submissions on this legislation. As a result of submissions, approximately 130 amendments have been made to the Bill. Given the Bill has 228 clauses (plus schedules), the number of changes to address feedback is substantial and significant.

All the amendments improve the legislation and positively impact the way the entities will operate from 1 July 2024.

They will strengthen representation, magnify local voice, and increase transparency. They will also provide more certainty to councils, and those working in the three waters sector. These changes strengthen the ability of the Water Services Entities to deliver sustainable water services and protect the health and wellbeing of communities today and for future generations. Significant changes include:

- **WSE's are responsive to councils' planning processes**

Revisions to the Bill make it clear that WSEs need to support councils' planning processes and growth strategies.

- **Ensuring all voices are heard at the table**

The make-up of the regional representative group will be required to consider the appropriate mix of metro, provincial and rural councils to ensure smaller councils have a voice alongside larger councils.

- **Increased accountability to communities**

The Entities will be required to have an annual shareholder meeting to keep them accountable to communities. This is in addition to the existing requirements in the Bill around responsiveness and accountability to communities, which exceed the current requirements in the Local Government Act.

The three most substantive recommendations relate to the purpose of the water services entities, objectives of the entities, and expanding the operating principles.

1. Purpose – Clause 3.

- The purpose has been updated to help make the legislation more accessible, especially for those who do not have a legal background.
- This expands the purpose statement of the legislation to transforming the three waters service delivery system, to enable long term, sustainable improvement in the safety, quality resilience, accessibility, and performance of drinking water wastewater and stormwater in a manner that is efficient and affordable for New Zealanders.

2. Objectives – Clause 11. Two changes have been made:

Page 1 of 2



- Including supporting and enabling planning processes and growth as an objective under clause 11(c).
- Expanding clause 11(f) to include a reference to climate change adaptation (in addition to climate change mitigation).

3. Operating principles – clause 13. Two changes have been made:

- A requirement for the water services entities to have regard to areas where services are delivered to communities, and ensure there is capability in, and an understanding of, local cultural or environmental factors. This will help drive socially responsible procurement.
- A requirement for the water services entities to take a whole of catchment approach to the delivery of water services and identification and management of risks and hazards relating to water services.

A second three waters bill, the Water Services Legislation Bill, will be introduced to Parliament before the end of the year. This second bill will establish the detailed powers, functions and duties of the new water services entities which are necessary for them to deliver water services to communities in place of territorial authorities.

This bill also encompasses transfer of assets and liabilities. It will provide water service entities with powers to carry out work in relation to water services infrastructure on or under land. These are a combination of existing powers available to local authorities under local government legislation, together with similar powers available to other utilities in the gas, electricity and telecommunications sectors. The powers include safeguards in relation to how these powers are exercised on Māori land.

The Water Services Legislation Bill will also integrate the entities into other regulatory systems, such as the resource management system. The Bill will also contain:

- Provisions to recognise and respect the Crown's responsibility to give effect to the principles of Te Tiriti o Waitangi.
- A compliance, monitoring and enforcement regime.
- Regulatory functions and powers, which will replace and modernise the existing bylaws framework.
- Provisions to protect vulnerable consumers.
- Provisions regarding transfers of local-government owned mixed-use rural water supplies.

You will have an opportunity to make submissions on The Water Services Legislation Bill once it reaches the select committee stage.



To: Local Government Elected Representatives
From: Three Waters National Transition Unit
Date: November 2022

RE: SUPPLEMENTARY BRIEFING ON THREE WATERS TRANSITION

Background & purpose

Many of you have already received a wider briefing from the Local Government Branch of the Department of Internal Affairs (DIA) about three waters.

This briefing provides supplementary, more detailed information on the Three Waters transition process.

It recognises how important it is for you to have a good understanding not only of what is changing and why, but also the process that is being followed, in order to ensure that your communities are best served in the transition to the new operating environment.

Context

Councils are under pressure to deliver an increasingly wide range of services and are impacted by increasing costs of delivery.

As you know, there are major challenges in three waters service delivery across the country which include ageing infrastructure, historical under-investment and the growing impacts of climate change. This has been overlaid with new future demands from accommodating population growth.

Meeting these challenges requires a lot more investment in water infrastructure (up to \$185 billion over the next 30 years). It also requires a different way of managing our three waters system. The status quo is not working.

Key to this is creating scale. The reform will shift water services from 67 councils to four new Water Service Entities (WSEs), each proportionately owned by their region's respective councils on behalf of their local communities.

A key structural change is balance sheet separation from councils, enabling the WSEs to raise the levels of debt required to fund significant infrastructure investment over a long timeframe. The repayment of that debt would then be funded by water charges that are spread over a long-time horizon, rather than front-loaded onto today's ratepayers as is the case under the status quo.

Getting the transition right will lay the foundations for major transformation in water services management and delivery long-term.

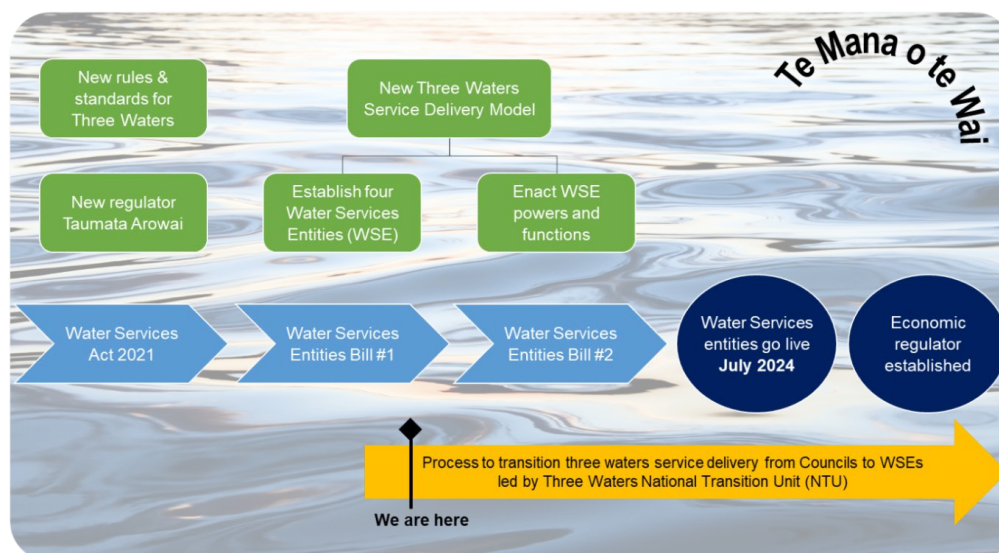
In particular, there is the opportunity for a uniquely New Zealand approach to building a world-class water system guided by Te Mana o te Wai (the health and wellbeing of water). Putting Te Mana o Te Wai at the centre of the system is a whole different frame of reference for the delivery of three waters

Page 1 of 4



services. It's about taking a catchment-based and interconnected view of the water system from source to sea, rather than the current highly fragmented approach that can lead to inconsistencies and adverse outcomes.

The Three Waters reform process at a glance



The first Bill establishes the four WSEs. This is currently before the Finance and Expenditure Committee and is expected to be reported back by 11 November. More than 80,000 New Zealanders engaged with the Select Committee to have their say on the Water Services Entities Bill. As a result of this feedback, we anticipate the Select Committee will make a number of recommendations to improve the legislation and positively impact the way the Entities will operate from 1 July 2024.

It is expected to be passed into law before the end of the year. This sets out Entity functions, objectives and operating principles. It covers the ownership, governance, accountability arrangements relating to the Entities, and provides for ongoing public ownership, safeguards against future privatisation, and transitional arrangements.

The second bill will be introduced towards the end of 2022. This will establish the detailed powers, functions and duties of the Entities necessary for the WSEs to deliver water services to communities in place of territorial authorities. It also encompasses transfer of assets and liabilities.

The Three Waters transition programme

The transition work programme is advancing at pace, in close partnership with your respective council executives and technical staff. We are collectively working to a tight timeframe on the work required to ensure the WSEs are ready to deliver for communities on 1 July 2024.

Broadly, the programme is structured into key workstreams as follows:



- *People and Workforce*: This workstream is tasked with designing and staffing the new WSEs in a way that is operationally sound and delivers a positive and inclusive transition.
- *Customer and Digital*: This workstream is accountable for the implementation of systems, data, tools, and digital processes required to enable the WSEs to operate on Day One.
- *Asset Management, Operations and Stormwater (AMOS)*: These sub-streams are working collaboratively to manage interdependencies to transition from the current environment to the new entities.
- *Financial and Commercial*: This workstream will develop the financial plans and structures which the WSEs will operate under.
- *Governance and Appointments*: This workstream is responsible for appointment of the chief executives for the new WSEs, as well as shortlisting candidates for the Establishment Boards and developing the draft Establishment Water Services Plan.

We are making good progress on this work programme, and recent milestones include:

- Requests for Information (RFIs) for Employment Relations and Organisational Design are underway, with help sessions to support councils to provide the necessary information.
- Digital workshops are underway, to engage with councils on the plan and approach for establishing the digital capability of the WSEs, with a focus on data migration.
- Establishment of the AMOS technical panel, enabling the National Transition Unit (NTU) to procure technical resource to assist the workstream.
- RFIs for key financial information have been issued, and the majority of councils have now completed and submitted their pro forma financial template.

Ongoing engagement with councils

The NTU has been working closely with councils on the transition programme for some time, and has established a number of channels for communication and engagement.

Our *Council Interface Managers (CIMs)* are connectors between NTU, councils and the workstreams in their Entities. Their role is to make it easy for councils to participate in the transition process. They are a local point of contact for programme-wide conversations with councils about transition workstream requirements, milestones and activity.

We have also established *Local Transition Teams* with council general managers and staff to collaborate with us on key activity within the NTU workstreams. This recognises the importance of local knowledge and expertise of council staff in delivering a seamless transition.

In addition to fortnightly updates we send to all council CEs and regular briefings through LGNZ and Taituarā, we recently concluded a two-week roadshow on the roadmap to Day One of the new WSEs. This was for council chief executives (CEs) and their key water reform representatives, designed to provide more certainty around the programme for planning purposes.



While a full report on the roadshow is being developed, a number of changes have already been made in response to feedback to improve engagement and information flows, including:

- The transition process workplan has been segmented into 90-day plans for early communication to councils, accompanied by an estimate of council input required.
- Entity-based forums for CEs and council technical leads have been established to provide greater visibility of the work programme.
- The Finance and Commercial workstream team have assigned local leads for each council, to facilitate more direct engagement.
- The Customer and Digital workstream are running workshops in each Entity region (as above).
- Feedback is being sought on WSE Organisational Design (as above), following a request from CEs.

We look forward to continuing to work with your council executive and staff to ensure the best outcomes for the communities you serve.

A handwritten signature in black ink, appearing to read "H. Shotter", with a long horizontal flourish extending to the right.

Heather Shotter
Executive Director
Three Waters National Transition Unit



133 Molesworth Street
PO Box 5013
Wellington 6140
New Zealand
T+64 4 496 2000

3 November 2022

Peter Beggs
Chief Executive
Rangitikei District Council
peter.beggs@rangitikei.govt.nz

Tēnā koe Mr Beggs

Community water fluoridation - notification of active consideration

Thank you for your work to date with Manatū Hauora (the Ministry of Health) on matters concerning community water fluoridation.

As you will be aware, in July 2022, the Director-General of Health issued directions to 14 local authorities to fluoridate some or all of their drinking water supplies. Consistent with the Director-General's June 2022 letter to you, I am now writing to a second set of 27 local authorities advising each that I am actively considering whether to issue a direction to fluoridate some or all of its drinking water supplies. I have chosen to prioritise consideration of these 27 local authorities based on the needs and size of the populations served by their water supplies.

The Rangitikei District Council is one of the local authorities I am now actively considering for a potential direction to fluoridate. I will consider separately each of the following drinking water supplies in your area: Marton, Taihape, and Bulls.

Regarding each water supply listed above, before I can decide whether to issue a direction to fluoridate, I am required under section 116G(2) of the Health Act (the Act) to invite written comment from you on:

- a) the estimated financial cost of adding fluoride to the drinking water, including any additional costs of ongoing management and monitoring
- b) the date by which your local authority would be able to comply with a direction to fluoridate.

Thank you for providing information earlier this year on the status of the fluoridation infrastructure in your area and the estimated costs and timeframes that would be necessary to fluoridate your drinking water supplies. That information is summarised in the attached table. Please note that the table expresses the information you provided about timeframes in terms of the number of months it would take to implement community water fluoridation if a direction were given and funding available. Please confirm or update the attached table and, where applicable, provide additional comment.



The Act requires that I give you at least 40 working days to respond to my request for written comment. To take into account the summer holiday period, I am giving you an additional 20 working days to respond. Please provide written comment to me **by 2 February 2023**. Please send your response to fluoride@health.govt.nz.

When deciding whether to issue any directions to fluoridate I will also consider the scientific evidence on the effectiveness of fluoridation and, for each drinking water supply, whether the benefits of fluoridation outweigh the financial cost, taking into account the oral health status, population size, and estimated costs of fluoridation.

I continue to be mindful of current service delivery pressures across the water services and broader local government sectors. In light of this, if I do issue directions regarding your drinking water supplies, they will have compliance dates set for after July 2024 when the new water service entities are due to be established.

An official from Manatū Hauora will contact your team during the consultation phase to discuss any questions you may have. Manatū Hauora recognises that this is a busy time for local authorities and wishes to work with you to make the process as straightforward as possible for your team.

Nāku noa, nā

Dr Diana Sarfati
Te Tumu Whakarae mō te Hauora
Director-General of Health



Information about drinking water supplies for Rangitikei District Council

Local Authority	Reticulated drinking water supply name	Water supply pop	Estimated number of months to fluoridate if a direction is given and funding available	Estimated capital works cost to fluoridate	Estimated ongoing mgmt. & monitoring costs	Additional comments
Rangitikei District Council	Marton	4764	18	\$300,000		
	Taihape	1584	18	\$300,000		
	Bulls	1419	18	\$300,000		

ITEM 9.1 ATTACHMENT 7

Submissions Currently Open					
Name of initiative	Agency engaging	Due date	Description	RDC Action	Submission Lead
Second Tranche of Drinking Water and Wastewater Network Environmental Performance Measures	Taumata Arowai	25-Nov-22	Proposals for the second year of drinking water measures, including suggestions from previous submissions, and the approach to wastewater network environmental performance measures	Joint submission with MDC	Georgia Etheridge
Charities Amendment Bill	Social Services and Community Committee	9-Dec-22	Makes changes to the Charities Act. Most important of these provides the Secretary of Internal Affairs the power to exempt very small charities from financial reporting requirements. The Bill also extends the definition of officer of a charity to include people with significant influence over management or administration.	Submit	Michael Hodder
Business Payment Practices Bill	TBC	8-Jan-22	Introducing the regime to bring transparency to business to business payment terms and practices in New Zealand	Submit	Dave Tombs
Waka Kotahi Draft Interim State Highway Speed Management Plan	Waka Kotahi	12-Dec-22	Waka Kotahi consultation on speed limit settings on State Highways.	Submit	TBC
Consultation on reducing the emissions impact of fluorinated gases	MFE	18-Dec-22	Consultation on controlling the importation and sale of these potent greenhouse gases. This includes a product stewardship scheme.	Submit - No capacity	Georgia Etheridge
Future for Local Government Draft Report	Future for Local Government Panel	28-Feb-23	Draft report including recommendations	Submit	Georgia Etheridge
Business Payment Practice Regulations	MBIE	28-Feb-23	Regime to improve information and transparency around business-to-business payment practices by requiring large firms to publicly disclose information on their payment practices, including payment times.	Submit	Dave Tombs
National Environment Plan on PFAS	MFE (joint with NZ and Aus EPA)	28-Feb-23	Draft per- and poly-fluoroalkyl substances National Environmental Management Plan. This potentially affects any entity that deals with water, wastewater, stormwater, biosolids, composting and landfills.	Submit	TBC
Submissions Closed November 2022					
Name of initiative	Agency engaging	Due date	Description	RDC Action	Submission Lead
Accessibility for New Zealanders Bill	Social Services and Community Committee	7-Nov-22	Establishing a legislative framework for a committee that reports to the Minister for Disability Issues on accessibility barriers and how to address them.	Do not submit	NA
A Fair Chance for All Interim Report	Productivity Commission	11-Nov-22	Interim findings on an inquiry into economic inclusion and social mobility.	Submit - no capacity, support Taituara	Georgia Etheridge
The Future of Land Transport	Ministry of Transport	11-Nov-22	An online engagement for individuals seeking thoughts on various transport issues.	Do not submit	NA
National Direction for Plantation and Exotic Carbon Afforestation	MPI	18-Nov-22	Redesign to ETS to manage permanent exotic forests including controlling location, managing environmental effects, social, cultural and economic effects, improving wildfire risk management and addressing key findings of NES PF	Submit	Michael Hodder
Pricing Agricultural Emissions	MFE	18-Nov-22	Farm-level levy for pricing agricultural greenhouse emissions to be implemented from 2025. This proposal gives details on how pricing will work, how the levy will be set, governance arrangements, reporting and payment, as well as what actions will be rewarded and the use of revenue.	Submit	Michael Hodder

10 November 2022

New Zealand Productivity Commission
PO Box 8036
Wellington 6143



Submitted via www.productivity.govt.nz/have-your-say/make-a-submission

Tēnā Koutou,

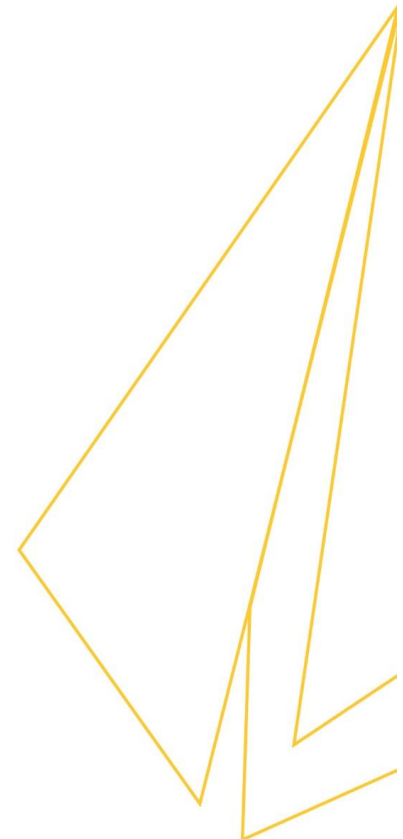
Rangitikei District Council submission on 'A Fair Chance for All'

We thank the Productivity Commission for the opportunity to submit on this report.

Council is aware of the submission prepared by Taituarā, and supports their position and recommendations made in response to the report. While this topic is of interest to Council, with the significant volume of legislative change and external consultations to respond to, Council does not have the capacity to prepare a detailed submission.

Ngā Mihi,

Peter Beggs,
Chief Executive



Making this place home.

06 327 0099

info@rangitikei.govt.nz

www.rangitikei.govt.nz

46 High Street, Private Bag 1102, Marton 4741

15 November 2022

Horizons Regional Council
Private Bag 11025
Manawatu Mail Centre
Palmerston North 4442

By email: submissions@horizons.govt.nz



Submission on Proposed Change 3 (Urban Development)

To: Horizons Regional Council

Name of Submitter: Rangitikei District Council

Address for Service: Rangitikei District Council
Private Bag 1102
Marton 4741
Attention: Katrina Gray
katrina.gray@rangitikei.govt.nz (preferred contact method)

Trade competition: Rangitikei District Council cannot gain an advantage in trade competition through this submission.

Hearing: Rangitikei District Council wishes to be heard in support of our submission.

If others make a similar submission, Rangitikei District Council will consider presenting a joint case with them at a hearing.

Rangitikei District Council welcomes any opportunity to attend informal or formal pre-hearing meetings with Horizons and other parties to discuss matters raised.

Introductory comments

Thank you for the opportunity to submit on Proposed Change 3 (Urban Development). Rangitikei District Council (Council) generally supports the intent of Proposed Change 3, and recognise the requirement for Horizons Regional Council (Horizons) to align the Regional Policy Statement (RPS) with the National Policy Statement on Urban Development (NPS-UD). Council offers a number of suggested amendments that are aimed at reducing duplication and increasing efficiency of implementation.

The Rangitikei District is not a tier 1 - 3 local authority as identified by the NPS-UD as we do not have a tier 1 – 3 urban environment within our District. However, the Rangitikei, particularly the southern Rangitikei, is growing, having experienced a district-wide growth rate of 1.3% per annum since 2014.

Making this place home.

06 327 0099 info@rangitikei.govt.nz www.rangitikei.govt.nz 46 High Street, Private Bag 1102, Marton 4741

Council is in the process of planning for future growth through the development of Pae Tawhiti Rangitikei Beyond, the Rangitikei Spatial Plan. Council supports the intent and importance of providing sufficient land for development and creating well-functioning communities.

Submission on the proposed provisions

Scope and Background

This section sets out background information which covers urban development and versatile soils. Reference to the NPS-UD has been incorporated. However, reference to the National Policy Statement for Highly Productive Land (NPS-HPL) is not included. Council recommends that this section is updated to reflect the NPS-HPL.

Urban environments are specifically identified as being Feilding, Palmerston North, Levin and Whanganui. However, there is no recognition of the large number of other towns and settlements throughout the region that are growing and form an important part of providing for overall regional growth. It is also important that these towns and settlements grow in a manner that creates well-functioning communities.

Decisions sought

- That the section “Urban growth and rural residential subdivision on versatile soils” be updated in its entirety to reflect and align with the NPS-HPL.
- That additional commentary is included that recognises the importance of the contribution to regional growth for towns and settlements that are growing, but are not defined as *urban environments*.

Issues

Three issues are set out which cover strategic planning, versatile soils and demand for housing, business land, infrastructure and community services. Council suggests further consideration is given to the drafting of the issues to:

- Reframe the drafting to ensure the issues identify the problem that is sought to be addressed.
- Look for opportunities to incorporate regional context into the explanatory part of the identified issues.
- Update UFD-I2 to reflect the NPS-HPL, and regional council responsibilities under this national direction.

Decisions sought

- Incorporate additional regional context and redrafting to focus on issue identification in UFD-I1 and UFD-I3.
- Remove or update UFD-I2 to reflect the NPS- HPL.

Objectives and Policies

Of the objectives and policies proposed, some apply to *urban environments* only, while others do not differentiate. Of the five proposed objectives, three apply only to *urban environments*, one applies generally, and one is related to versatile soils. Of the eight proposed policies, four apply only to *urban environments*, one applies generally, two in part to urban environments and generally and one is related to versatile soils.

As there are no current *urban environments* in the Rangitikei, those proposed objectives and policies that relate to these environments will not directly apply. Regardless, when undertaking growth planning and plan changes the objectives and policies would act as a guide of 'best practice' for consideration, therefore, we provide comment on the whole section.

Council acknowledges that the proposed objectives and policies have been designed to align with the NPS-UD. Council particularly supports the acknowledgement that both expansion and intensification are anticipated. In regional communities, providing for the widest range of housing options is important for their growth and sustainability. Council also supports iwi and hapū involvement in planning for urban development. Council particularly supports the enabling of papakāinga developments. However, Council questions the ability of Councils to give effect to hapū and iwi involvement 'decision making' under the current local government system.

Council suggests a number of amendments below we consider would improve implementation of the RPS.

Decisions sought

- Remove all objectives and policies related to versatile land, or make amendments to ensure alignment with the NPS-HPL. The NPS-HPL now supersedes the provisions included in Proposed Change 3.
- Where a provision is duplicating, or slightly amending provisions from the NPS-UD, without a specific regional outcome in mind, that the provision is amended to cross reference the NPS-UD. Or alternatively the provision is amended to reflect/incorporate a specific regional outcome.
- Amend the wording of UFD-P1 to replace the word must, with a less stringent alternative (e.g. should consider the value in).
- Reconsider the drafting of all objectives and policies to remove references to matters that are largely the function of territorial authorities (e.g. UFD-P4(1)(d) and UFD-P4(1)(b)), and recognise that rural towns and settlements do not have access to reliable public transport.
- Split UFD-P4 into two policies, one focused on expansion and the other on intensification. This will support each policy being tailored to consider the appropriate matters for each approach, as these are quite different. Recognise that both expansion and intensification will be necessary in the Horizons context to meet regional growth aspirations.
- Reconsider the drafting of UFD-P7 to not restrict application to urban environments, recognise that papakāinga may not always be on Māori owned land and recognises wider economic development needs for business environments.

Methods

Council notes four methods have been proposed:

- Method 1 -Monitoring and Reporting
- Method 2 – Strategic Planning
- Method 3 – District Plans
- Method 4 – Advocacy

Council welcomes the opportunity to work collaboratively with Horizons on urban development and growth planning. Council considers the key roles Horizons plays in effective growth planning and the development of our communities is through the provision of natural hazard information, regional transport planning, and consenting of infrastructure projects.

The development and provision of natural hazard information is essential to managing risks associated with natural hazards and climate change in relation to urban growth. Investment in regional public transport also has a strong influence on the ability for communities to adopt public transport options. As the regulator, the One Plan strongly influences consenting of major infrastructure projects required to service growth such as for wastewater treatment and disposal.

Council suggests consideration is given to adding clarity on the responsibilities and the intentions of the Regional Council in each of the methods.

A number of the methods identify specific actions. The diversity of urban areas within the regional means there is likely to be a range of approaches to achieving urban development goals. Therefore, Council recommends the methods are refined to remove reference to specific actions e.g. removal of reference to structure plans in Method 2.

Method 2 identifies the importance of strategic planning in meeting the objectives and policies of the chapter. Council agrees with the importance of strategic planning in meeting urban growth needs. Council considers local input is essential in effective strategic planning, and will become even more important under a reformed Resource Management system. Method 2 identifies the Regional Public Transport Plan as important for achieving active transport and public transport. Council encourages Horizons to place importance on providing public transport options for the towns in the Rangitikei District, and note innovative public transport options will be needed to meet the needs of our communities.

Decisions sought

- That the roles and responsibilities of the Regional Council and territorial authorities are clarified in each method.
- That the Regional Council commits to the commissioning of natural hazard information required to ensure the effective planning our towns and settlements in the Rangitikei.
- That the methods are refined to remove reference to specific actions, as there is likely to be a diversity of approaches suitable across the region e.g. (removal of specific reference to structure planning which might not be the most suitable approach in all situations).
- That greater acknowledgement is given to the role Horizons plays in consenting infrastructure projects, and consideration is given to how the wider One Plan operates in relation to consenting infrastructure projects that support urban growth.

Principal Reasons

Three principal reasons are set out which align back to the identified issues. Once amendments are made to the issues, this section will also need to be updated.

UFD-PR2 related to versatile soils has not been updated. In light of the recent release of the NPS-HPL this section should be either removed or updated.

Decisions sought

- That the principal reasons are updated to align with changes made to the issues, or other amendments made to the wider provisions associated with this plan change.
- Remove or update UFD-PR2 to reflect/align with the NPS-HPL.

Anticipated Environmental Results

A series of anticipated environmental results are set out. Council recommends that these are reviewed once amendments are made to the wider provisions to ensure alignment.

Decisions sought

- That the anticipated environmental results are reviewed to ensure alignment with the wider chapter.

Definitions

Council notes that additional definitions are included that align with those in the NPS-UD. Council supports the adoption of the definitions from the NPS-UD but suggest only referencing the NPS-UD (rather than copying the wording) to future proof against possible updates to the definitions in the NPS-UD.

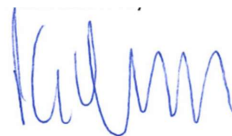
Concluding comments

Thank you for the opportunity to submit on Proposed Change 3 (Urban Development). Council welcomes the opportunity to work collaboratively with Horizons throughout the plan change process.

Naku noa,



Andy Watson
Mayor of the Rangitikei



Peter Beggs
Chief Executive

10 Reports for Decision

10.1 Adoption of Code of Conduct and Standing Orders

Author: Katrina Gray, Senior Strategic Planner

Authoriser: Carol Gordon, Group Manager - Democracy & Planning

1. Reason for Report

- 1.1 The provide the Code of Conduct and Standing Orders for adoption for the 2022-2025 triennium.

2. Code of Conduct

- 2.1 Under it is mandatory for councils to adopt a code of conduct - *clause 15 of Schedule 7 of the Local Government Act 2002*.
- 2.2 Council last updated the Code of Conduct following the triennial election on 31 October 2019.
- 2.3 The Code of Conduct sets out the standards of behaviour expected from elected members in the exercise of their duties. Its purpose is to:
 - enhance the effectiveness of Council and the provision of good local government of the district;
 - promote effective decision-making and community engagement;
 - enhance the credibility and accountability of Council to its communities;
 - promote strong and collegial relationships between members when working together in the course of their various functions and duties; and
 - develop a culture of mutual trust, respect and tolerance between members and executive management.
- 2.4 The proposed Code of Conduct for 2022-25 has been reviewed by Officers. It is proposed to incorporate a number of sections from the previous Governance Handbook, which will be no longer required. The draft document is attached – Attachment 1.
- 2.5 Key changes to the Code of Conduct from the 2019-22 version include:

Sections expanded:

 - 4 - Roles and Responsibilities
 - 6 - Contact with the Media
 - 8 - Conflicts of Interest
 - 9 - Register of Interests – updated to include the new provisions in the Local Government (Pecuniary Interests Register) Amendment Act 2002
 - 15 - Breaches of the Code

New sections:

 - 12 - Members Remuneration
 - 13 - Sensitive Expenditure and Gifts
 - 14 - Equipment and Connection to Services

3. Standing Orders

- 3.1 Standing orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees, subordinate decision-making bodies, and local and community boards. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive, and lawful manner.
- 3.2 It is mandatory that councils adopt standing orders for the conduct of their meetings and the meetings of any subordinate bodies, such as committees and subcommittees - *clause 27 Schedule 7 of the Local Government Act 2002*.
- 3.3 Council last adopted its standing orders on 31 October 2019 following the last triennial election. A range of amendments have been proposed as follows:
 - Updates to align with the LGNZ 2022 template for standing orders.
 - Increasing the time limit for public forum from 5 minutes to 10 minutes.
 - Amendments to reflect minutes are not required to be kept in hardcopy format.
 - Amendments to reflect there is no requirement to have minutes signed by the Chairperson.
 - Amendments to Appendix 9 to reflect the new approach for running workshops.
 - Delete Appendix 12: Recordkeeping for Council – as it is not necessary.
- 3.4 The amended document is attached – Attachment 2.
- 3.5 There are four areas where Council can decide a preferred approach.

Right to attend by audio or audio visual link

3.5.1 The LGA 2002 allows members to participate in meetings if they are not physically present, via audio or audio-visual means. However, members attending by audio or audio visual means are not counted as part of a quorum of a meeting (although are allowed to vote if the meeting has a quorum – SO13.9).

3.5.2 *The current Standing Orders permits members to attend meetings via audio or audio visual link.*

Mayors/Chairs with casting vote

3.5.3 The LGA 2002 allows a chairperson (chair) to use a casting vote if this is specified in standing orders. The vote can be used when there is a 50/50 split in voting.

3.5.4 *The current Standing Orders provide the Mayor, Chairperson, or other person presiding at a meeting to have, in the event of a 50/50 split, a casting vote.*

Speaking and moving options

3.5.5 The LGNZ template offers councils a choice of three frameworks for speaking to and moving motions and amendments. Option A is the most formal, and Option C the least.

3.5.6 Option A limits the ability of members to move amendments if they have previously spoken. Option B provides more flexibility by allowing any member, regardless of whether they have spoken before, to move or second an amendment, while Option C allows further flexibility.

3.5.7 *The current Standing Orders adopt Option A.*

Time needed for staff to prepare advice

3.5.8 Standing orders provide for members of the community to engage with councils, their various committees and local or community boards. It is common for officials to be asked to prepare advice on the items to be discussed. The default standing orders give officials five days in which to prepare the advice.

3.5.9 *The current Standing Orders retain the 5 day default.*

4. Financial Implications

4.1 There are no financial implications.

5. Impact on Strategic Risks

5.1 There are no relevant strategic risks.

6. Statutory Implications

6.1 The adoption of a Code of Conduct (and any amendments) and amendments to the Standing Orders is required under the Local Government Act 2002.

7. Decision Making Process

7.1 This decision is not considered to be significant.

Attachments:

1. **Draft Code of Conduct** [↓](#)
2. **Amended Standing Orders 2022** [↓](#)

Recommendation 1

That the report 'Adoption of Code of Conduct and Standing Orders' be received.

Recommendation 2

That Council adopt / amend [delete one] the Code of Conduct.

*75% vote required.

Recommendation

That Council adopt the Standing Orders, reconfirming:

- a) That the standing orders allow members to join via audio or audio visual link.
- b) That the Chair be given the option of a casting vote.
- c) That Option A be adopted as the default option for speaking and moving motions.
- d) That the time needed for staff to prepare advice remains as the default of five days.

*75% vote required.



CODE OF CONDUCT

RANGITIKEI DISTRICT COUNCIL

Adopted by Council resolution, [date] 2022

VERSION CONTROL

2019-22	31 October 2019
2022-25	15 November 2022

Contents

1. Introduction	4
2. Scope	4
3. Values	5
4. Role and Responsibilities	5
4.1 Members of Council	5
4.2 Chief Executive	6
5.1 Relationships between members	6
5.2 Relationships with staff	7
5.3 Relationship with the public	7
6. Contact with the Media	8
7. Information	9
7.1 Confidential information	9
7.2 Information received in capacity as a member	9
8. Conflicts of Interests	9
9. Register of Interests	10
10. Ethical Behaviour	11
10.1 Standards	11
10.2 Undischarged bankrupt	12
11. Creating a Supportive and Inclusive Environment	12
12. Members Remuneration	12
12.1 Salary	12
12.2 Mileage	12
12.3 Expenses	13
13. Sensitive Expenditure and Gifts	13
13.1 Sensitive Expenditure Policy	13
13.2 Specific considerations for members	13
13.2 Gifts that are received by members	14
13.2 Credit Cards	14
14. Equipment and Connection to Services	14
15. Breaches of the Code	15
15.1 Principles	15
15.2 Complaints	15
15.3 Investigation (via an external investigator), advice and decision	16
15.4 Materiality	16

ITEM 10.1 ATTACHMENT 1

Page | 3

16.	Penalties and actions.....	16
16.1	Material breaches.....	16
16.2	Statutory breaches	17
17.	Review	17
	Appendix A: Legislation bearing on the role and conduct of members.....	18
	Appendix B: Process for the determination and investigation of complaints via an independent investigator ..	22

1. Introduction

This Code of Conduct ("the Code") sets out the standards of behavior expected from elected members (herein referred to as "members") in the exercise of their duties. Its purpose is to:

- enhance the effectiveness of Council and the provision of good local government of the district;
- promote effective decision-making and community engagement;
- enhance the credibility and accountability of Council to its communities;
- promote strong and collegial relationships between members when working together in the course of their various functions and duties; and
- develop a culture of mutual trust, respect and tolerance between members and executive management.

This purpose is given effect through the values, roles, responsibilities and behaviors agreed in the Code.

2. Scope

The Code has been adopted in accordance with the LGA 2002 (schedule 7, cl. 15) and applies to all members, including the members of any local boards as well as the members of any community boards that have agreed to adopt it. The Code is designed to deal with the behaviour of members towards:

- each other;
- the Chief Executive and staff;
- the media; and
- the general public.

It is also concerned with the disclosure of information that members receive in their capacity as elected representatives and information which impacts on the ability of Council to give effect to its statutory responsibilities.

The Code can only be amended (or substituted by a replacement Code) by a vote of at least 75 per cent of members present at a meeting when amendment to the Code is being considered. The Code should be read in conjunction with Council's Standing Orders.

3. Values

The Code is designed to give effect to the following values:

- **Public interest:** members will serve the best interests of the people within their community, district or region and discharge their duties conscientiously, to the best of their ability.
- **Public trust:** members, in order to foster confidence and trust in Council, will work together constructively and uphold the values of honesty, integrity, accountability and transparency.
- **Ethical behaviour:** members will not place themselves in situations where their honesty and integrity may be questioned, will not behave improperly and will avoid the appearance of any such behavior.
- **Objectivity:** members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
- **Respect for others:** will treat people, including other members, with respect and courtesy, regardless of their race, age, religion, gender, sexual orientation, or disability. Members will respect the impartiality and integrity of staff.
- **Duty to uphold the law:** members will comply with all legislative requirements applying to their role, abide by the Code, and act in accordance with the trust placed in them by the public.
- **Equitable contribution:** members will take all reasonable steps to ensure they fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
- **Leadership:** members will actively promote and support these principles and ensure they are reflected in the way in which Council operates, including a regular review and assessment of Council's collective performance.

These values are aligned with the governance principles contained in the LGA 2002 (s. 14 and 39).

4. Role and Responsibilities

Good governance requires clarity of roles and respect between those charged with responsibility for the leadership of Council and those responsible for advice and the implementation of Council decisions. The key roles are:

4.1 Members of Council

The role of the governing body of Council includes:

- representing the interests of the people of the district as a whole;

- governing with an emphasis on strategic leadership;
- developing and adopting plans, policies and budgets;
- monitoring the performance of Council against stated goals and objectives set out in its long term plan;
- providing prudent stewardship of Council's resources;
- ensuring that governance structures and processes are open and transparent;
- ensuring that, so far as is practical, decision-making and processes for regulatory activities are kept distinct from those for non-regulatory activities;
- employing and monitoring the performance of the Chief Executive;
- providing reasonable delegations to the Chief Executive to enable them to meet operational demands (detailed within the Delegations Register); and
- ensuring that Council fulfils its responsibilities to be a 'good employer' and meets the requirements of the Health and Safety at Work Act 2015.

Members must adhere to the Standing Orders, as adopted by Council.

4.2 Chief Executive

The role of the Chief Executive includes:

- implementing the decisions of Council;
- ensuring that all responsibilities delegated to the Chief Executive are properly performed or exercised;
- ensuring the effective and efficient management of the activities of Council;
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of Council;
- providing leadership for staff; and
- employing staff on behalf of Council (including negotiation of the terms of employment for those staff).

5. Relationships

This section of the Code sets out agreed standards of behaviour between members; members and staff; and members and the public.

5.1 Relationships between members

Given the importance of relationships to the effective performance of Council, members will conduct their dealings with each other in a manner that:

- maintains public confidence;

- is open and honest;
- is courteous;
- is focused on issues rather than personalities;
- avoids abuse of meeting procedures, such as a pattern of unnecessary notices of motion and/or repetitious points of order; and
- avoids aggressive, offensive or abusive conduct, including the use of disrespectful or malicious language.

Any failure by members to act in the manner described in the above provisions represents a breach of the Code.

Please note that nothing in this section of the Code is intended to limit robust debate within Council as long as it is conducted in a respectful and insightful manner.

5.2 Relationships with staff

Under the LGA 2002 (s. 42), the Chief Executive is the only person directly employed by Council. Members will respect arrangements put in place to facilitate their relationships with staff, and:

- raise any concerns about employees, officers or contracted officials with the Chief Executive;
- raise any concerns about the performance or behaviour of the Chief Executive with the Mayor;
- make themselves aware of the obligations that Council and the Chief Executive have as employers and observe those requirements at all times, such as the duty to be a good employer;
- treat all employees with courtesy and respect and avoid publicly criticising any employee;
- observe any protocols put in place by the Chief Executive concerning contact between members and employees; and
- avoid doing anything which might compromise, or could be seen as compromising, the impartiality of an employee.

Any failure by members to act in the manner described above represents a breach of the Code.

Please note: members should be aware that failure to observe this portion of the Code may compromise Council's obligations to be a good employer and consequently expose Council to civil litigation.

5.3 Relationship with the public

Given that the performance of Council requires the trust and respect of individual citizens, members will:

- interact with members of the public in a fair, respectful, and honest manner;
- be available to listen and respond to community concerns;
- consider all points of view or interests when participating in debate and making decisions; and
- act in a way that upholds the reputation of Council as a whole.

6. Contact with the Media

The media play an important part in the operation and efficacy of local democracy. In order to fulfil this role, the media needs access to accurate and timely information about the affairs of Council.

The Mayor is the first point of contact for the official view on any Council issue. Where the Mayor is absent, any queries from established media should be forwarded to the Deputy Mayor or Chief Executive.

Members should take care not to bring Council or its staff into disrepute.

In dealing with the media, members must clarify whether they are communicating a view endorsed by Council, a committee or Community Board, or are expressing a personal view.

Members are free to express a personal view to the media or on social media at any time, provided that the following rules are observed:

- comments shall be consistent with the Code;
- comments must not purposefully misrepresent the views of Council or the views of other members; and
- social media pages controlled by members and used for making observations relevant to their role as members should be open and transparent, except where abusive or inflammatory content is being posted;
- social media posts about other members, staff or the public must be consistent with the Code;
- comments should not imply that the member has a pre-determined view in relation to a future Council decision;
- comments must not promote a position that personally benefits the member, and is likely to give rise to a significant conflict of interest; and
- public comments must not be made around any content that has been discussed, or is likely to be discussed, in a public excluded session of Council, unless the content has since been deemed by the Chief Executive to no longer require the public's exclusion (e.g., commercial decisions).

Special rules on dealing with the media apply during the triennial election period. Advice around these will be distributed to members by Council's Deputy Electoral Officer, prior to the election period commencing.

Members are entitled to use the provisions of the Protected Disclosures Act 2022 to draw attention to serious wrongdoing. Members should refer to Council's 'Protected Disclosures Policy and Procedures' in such cases. Any queries or concerns around the Policy should be directed to the Group Manager – Corporate Services, or the Chief Executive.

7. Information

Access to information is critical to the effective performance of Council and maintaining the public's confidence.

7.1 Confidential information

In the course of their duties, members will occasionally receive information that is confidential. This will generally be information that is either commercially sensitive or subject to privacy considerations (i.e., relating to a particular individual or organisation). Accordingly, members must not use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member.

7.2 Information received in capacity as a member

Members will disclose to other members and, where appropriate the Chief Executive, any information received in their capacity as a member that concerns Council's ability to give effect to its responsibilities.

Members who are offered information on the condition that it remains confidential will inform the provider of the information that it is their duty to disclose the information and will decline the offer if that duty is likely to be compromised.

Any failure by members to act in the manner described above represents a breach of the Code.

Please note: failure to observe these provisions may impede the performance of Council by inhibiting information flows and undermining public confidence. It may also expose Council to prosecution under the Privacy Act and/or civil litigation.

8. Conflicts of Interests

Members will maintain a clear separation between their personal interests and their duty as members in order to ensure that they are free from bias. To this end, members must familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (LAMIA).

It is the responsibility of each member to declare any conflicts of interest.

There are three distinct types of a conflict of interest:

1. A **pecuniary interest**: involving a financial gain/loss directly or indirectly for the member, their family or business interests.
2. A **non-pecuniary interest**: non-financial interests that arise out of a member's employment, membership of community organisation, or relationship with private individuals.

3. A **demonstrated bias**: where a firm commitment to a particular view has been indicated (in words or through actions) before a Council motion has been debated. Members have a duty to approach decision-making on any matter with an open mind.

Members will not participate in any Council discussion or vote on any matter in which they have a pecuniary interest (beyond that of a regular member of the public), aside from being available to answer questions during a public meeting (only with approval of the Mayor or presiding Chair).

If a member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek immediate guidance from the Chief Executive. Members may also contact the Office of the Auditor General for guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which the interest is relevant. The latter must be done before the discussion or vote.

Please note: failure to observe the requirements of the LAMIA 1968 could potentially invalidate any decision or action taken by Council. Failure to observe these requirements could also leave the member open to prosecution. In the event of a conviction, members can be ousted from office.

9. Register of Interests

Members shall annually make a declaration of interest, in accordance with the Local Government (Pecuniary Interests Register) Amendment Act 2002. These declarations are recorded in a Register of Interests maintained by Council. The declaration must include information on the nature and extent of any interest, including those outlined in Section 54E of the Act:

- a) the name of each company of which the member is a director or holds or controls more than 10% of the voting rights and a description of the main business activities of each of those companies:
- b) the name of every other company or business entity in which the member has a pecuniary interest, other than as an investor in a managed investment scheme, and a description of the main business activities of each of those companies or business entities:
- c) if the member is employed, the name of each employer of the member and a description of the main business activities of each of those employers:
- d) the name of each trust in which the member has a beneficial interest:
- e) the name of any organisation or trust and a description of the main activities of that organisation or trust if—
 - (i) the member is a member of the organisation, a member of the governing body of the organisation, or a trustee of the trust (as applicable); and
 - (ii) the organisation or trust receives funding from, or has applied to receive funding from, the local authority, local board, or community board to which the member has been elected:

- f) the title and description of any organisation in which the member holds an appointment by virtue of being an elected member:
- g) the location of real property in which the member has a legal interest, other than an interest as a trustee, and a description of the nature of the real property:
- h) the location of real property, and a description of the nature of the real property, held by a trust to which the following apply:
 - (i) the member is a beneficiary of the trust; and
 - (ii) the member knows or ought reasonably to know that the member is a beneficiary of the trust; and
 - (iii) it is not a unit trust whose name is disclosed under subclause (1)(d); and
 - (iv) it is not a retirement scheme whose membership is open to the public.

If a member is in any doubt on the above provisions, they should seek guidance from the Chief Executive.

Where a member's circumstances change, they must ensure that the Register of Interests is updated as soon as practicable.

Members who have an interest that is regulated by the LAMIA 1968 must work with the Chief Executive to seek an exemption where their situation exceeds the \$25,000 annual limit (LAMIA 1968, s. 3(3)). The application for exemption must be made on a timely basis.

10. Ethical Behaviour

10.1 Standards

Members will:

- claim only for legitimate expenses as determined by the Remuneration Authority and any lawful policy of Council developed in accordance with that determination;
- not influence, or attempt to influence, any Council employee, or other member in order to benefit their own, or their families, personal or business interests;
- only use Council resources (such as facilities, staff, equipment and supplies) in the course of their duties and not in connection with any election campaign or personal interests; and
- not solicit, demand, or request any gift, reward or benefit by virtue of their position and notify the Chief Executive if any such gifts are accepted.

Any failure by members to comply with the provisions set out in this section represents a breach of the Code.

10.2 Undischarged bankrupt

In accordance with the LGA 2002 (schedule 7, cl. 15(5)) any member who is an “undischarged bankrupt” will notify the Chief Executive prior to the inaugural meeting or as soon as practicable after being declared bankrupt. The member will also provide the Chief Executive with a brief explanatory statement of the circumstances surrounding the member’s adjudication and the likely outcome of the bankruptcy.

11. Creating a Supportive and Inclusive Environment

In accordance with the purpose of the Code, members agree to take all reasonable steps in order to participate in activities scheduled to promote a culture of mutual trust, respect and tolerance. These include:

- attending post-election induction programmes organised by Council for the purpose of facilitating agreement on Council’s vision, goals and objectives and the manner and operating style by which members will work;
- taking part in any assessment of Council’s overall performance and operating style during the triennium; and
- taking all reasonable steps to ensure they possess the skills and knowledge to effectively fulfill their Declaration of Office and contribute to the good governance of the district.

12. Members Remuneration

12.1 Salary

The Mayor and Community Board members will be paid a salary as determined by the Remuneration Authority.

Members (excluding the Mayor and Community Board members) will be paid the salary applicable to their position, based on the remuneration rate calculated from the indicative pool that is determined by the Remuneration Authority each year, and following the process required under legislation, where Council and Remuneration Authority approval is obtained.

Members must complete a ‘Tax code declaration’ form (IR330) and provide this to the People & Performance team at the beginning of their term. Salary payments will be made on a fortnightly basis, and will not be paid in advance.

12.2 Mileage

Mileage is payable to members in accordance with the policy approved by the Remuneration Authority. This includes return from their normal place of residence to the venue of the meeting, workshop or gathering to which they are invited or expected to attend as a representative of Council or a Community Board, less any non-claimable distance set by the Remuneration Authority.

The below provisions apply:

- the route chosen should be the most direct one that is reasonable in the circumstances;
- if a member resides outside of the district, they are only eligible for a vehicle-kilometer allowance for eligible travel after the member crosses the boundary into the district; and
- no travel time allowance is payable to any member.

Unless provided with a Council vehicle as part of the remuneration, the Mayor shall keep a vehicle log book for travel detailing the date and kilometers travelled on Council business. The Mayor shall be reimbursed for travel on the same basis as for other members.

12.3 Expenses

Members may claim for expenses incurred during the course of their duties, in accordance with the below provisions:

- all claims must for actual and reasonable costs incurred by the member shall be submitted to the People & Performance team;
- wherever possible, travel and accommodation should be booked in advance, in order to enable the most cost-efficient purchasing arrangements to be progressed. Where not possible, a claim may be made by the member retrospectively;
- loyalty schemes (e.g. air points) may be collected, provided that this has not influenced the decision to use a specific provider;
- all claims for expenses are subject to the approval of the Chief Executive, or their delegate; and
- generally, claims should be made within 60 days of the expense occurring.

13. Sensitive Expenditure and Gifts

13.1 Sensitive Expenditure Policy

Council's 'Sensitive Expenditure Policy' is applicable to all Council employees, including members.

Members will abide by all provisions contained in the Policy, which provide guidance around:

- air travel
- accommodation expenses (including meals)
- car rental / taxi
- internal events and functions
- gifts / koha
- hospitality expenditure

The Policy is reviewed by the Executive Leadership Team and the Audit & Risk Committee on a six-monthly basis. Any queries or concerns around the Policy should be directed to the Group Manager – Corporate Services, or the Chief Executive.

13.2 Specific considerations for members

Members need to take care when accepting gifts or hospitality from individuals or organisations that this does not give rise to a situation where the host may infer certain rights, positions or benefits. Members need to

ensure that their ability to make decisions with an open mind is preserved, and that they are not unduly influenced by gratuitous offers.

Where an offer of a gift or hospitality may reasonably be seen to be inappropriate, and where the circumstances allow, it is the responsibility of the member concerned to respectfully decline the offer. If a member is unsure on the appropriateness of accepting or declining an offer, advice should be sought from the Mayor, Chief Executive or Strategic Advisor – Mana Whenua.

Accommodation expenses may be incurred when a member is required to travel outside of the district for official Council business. Expenses incurred by a member's partner will not be reimbursed, with one exception:

- The Mayor's partner travel and accommodation expenses may be reimbursed when accompanying the Mayor to the Local Government New Zealand Annual Conference.

13.2 Gifts that are received by members

Gifts received by members, either greater in value than \$50 or of unquantifiable value, should be declared to the Chief Executive. Any gifts that can be used by Council for collective benefit should be surrendered to the Chief Executive.

Generally, inexpensive gifts (e.g., stationery) will be able to be kept by the member concerned.

13.2 Credit Cards

Credit cards will not be issued to members, with the exception of the Mayor. Where the Mayor is issued with a Council credit card, the following provisions must be observed:

- the credit card limit will be set by the Chief Executive, in consultation with the Group Manager – Corporate Services;
- any purchases are only to be for the purpose of enabling the Mayor to undertake their duties;
- all purchases must be accompanied by a receipt;
- no personal purchases are to be made, regardless of whether the amount is intended to be reimbursed to Council at a later date; and
- all claims for expenses are subject to the approval of the Chief Executive, or their delegate.

14. Equipment and Connection to Services

Members are expected to have the following equipment and services:

- a cellphone
- a broadband internet connection

The Chief Executive will issue members with a device (i.e., laptop computer) for official Council use only. It is a requirement for members to take reasonable care of any Council-issued device and notify the Manager of Information Services of any loss or damage, as early as possible.

Members will abide by Council's 'Information Security Policy' and 'Acceptable Use Policy' where applicable, and undertake any IT or cybersecurity training, as required by the Chief Executive.

15. Breaches of the Code

In accordance with the LGA 2002 (schedule 7, s. 15), members must comply with the provisions of the Code. Any member, or the Chief Executive, who believes that the Code has been breached by the behaviour of a member, may make a complaint to that effect. All complaints will be considered in a manner that is consistent with the following principles.

15.1 Principles

The following principles will guide any processes for investigating and determining whether or not a breach under the Code has occurred:

- a) that the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness of the breach complained about;
- b) that the processes of complaint, investigation, advice and decision-making, will be undertaken separately, in chronological order, and as per the guidance contained in Appendix B of the Code; and
- c) that the concepts of natural justice and fairness will apply in the determination of any complaints made under the Code. This requires, conditional on the nature of an alleged breach, that affected parties:
 - have a right to know that an investigation process is underway;
 - are given due notice and are provided with an opportunity to be heard;
 - have confidence that any hearing will be impartial;
 - have a right to seek appropriate advice and be represented; and
 - have their privacy respected.

15.2 Complaints

All complaints made under the Code must be made in writing and forwarded to the Chief Executive. On receipt of a complaint the Chief Executive must forward the complaint to the Mayor or, where the Mayor is party to the complaint, an independent investigator, drawn from a pool of names or agency agreed in advance.

Only members and the Chief Executive may make a complaint under the Code.

Option 1 – Complaint referred to Mayor

On receipt of a complaint made under the provisions of Council's Code of Conduct, the Mayor will, as the situation allows:

- interview the complainant to assess the full extent of the complaint;
- interview the member(s) subject to the complaint;
- assess the complaint to determine materiality; and
- where a complaint is assessed by the Mayor to be trivial, frivolous or minor, either dismiss the complaint, require an apology or other course of action, or assist the relevant parties to find a mutually agreeable solution.

Where a complaint is found to be material, or no mutually agreed solution can be reached, the Mayor will refer the complaint back to the Chief Executive who will forward it, along with any recommendations made by the Mayor, to the Council or an adjudicative body established by the Council to assess and rule on complaints made under the code.

If the Mayor chooses, they may, instead of undertaking an initial assessment, immediately refer the complaint to the independent investigator, via the Chief Executive.

Option 2 – Complaint referred to an independent investigator

On receipt of a complaint from a member which concerns the Mayor, or from the Mayor after initial consideration, the Chief Executive will forward that complaint to an independent investigator for a preliminary assessment to determine whether the issue is sufficiently serious to be referred, with recommendations if necessary, to the Council or an adjudicative body for assessing and ruling on complaints.

15.3 Investigation (via an external investigator), advice and decision

The process, following the referral of a complaint to an external investigator, will follow the steps outlined in Appendix B.

15.4 Materiality

An alleged breach under the Code is material if, in the opinion of the independent investigator, it would (if proven) bring a member or Council into disrepute or, if not addressed, reflect adversely on another member of Council.

16. Penalties and actions

Where a complaint is determined to be material and referred to Council, the nature of any penalty or action will depend on the seriousness of the breach.

16.1 Material breaches

In the case of material breaches of the Code, Council, or a committee with delegated authority, may require one of the following:

- a letter of censure to the member;

- a request for an apology (to be made either publicly or privately);
- a vote of no confidence in the member;
- removal of certain Council-funded privileges (such as attendance at conferences);
- restricted entry to Council offices, such as no access to staff areas (where restrictions may not previously have existed);
- limitation on any dealings with Council staff so that they are confined to the Chief Executive only;
- suspension from committees or other bodies; or
- an invitation for the member to consider resigning from the Council.

Council or a committee may decide that a penalty will not be imposed, on the condition that the respondent agrees to undertake one or more of the following:

- attend specified training;
- work with a mentor for a specified period of time;
- participate in voluntary mediation (if the complaint involves a conflict between two members); and/or
- tender an apology.

The process is based on the presumption that the outcome of a complaints process will be made public unless there are grounds, such as those set out in the LGOIMA 1987 (s.7) for not doing so.

16.2 Statutory breaches

In cases where a breach of the Code is found to involve regulatory or legislative requirements, the complaint will be referred to the relevant agency. For example:

- breaches relating to members' interests (where members may be liable for prosecution by the Auditor-General under the LAMIA 1968);
- breaches which result in Council suffering financial loss or damage, which is not covered by a member's indemnity (LGA 2002, s. 46), where the Auditor-General may make a report on the loss or damage which may result in the member having to make good the loss or damage; or
- breaches relating to the commission of a criminal offence which will be referred to the NZ Police (which may leave the elected member liable for criminal prosecution).

17. Review

Once adopted, a Code of Conduct continues in force until amended by Council. The Code can be amended at any time but cannot be revoked unless Council replaces it with another Code. Once adopted, amendments to the Code require a resolution supported by 75 per cent of the members of Council present at a Council meeting where the amendment is considered.

Council may formally review the Code as soon as practicable after the beginning of each triennium. The results of that review will be considered by Council in regard to potential changes for improving the Code.

Appendix A: Legislation bearing on the role and conduct of members

This is a summary of the legislative requirements that have some bearing on the duties and conduct of members. The full statutes can be found at www.legislation.govt.nz.

The Local Authorities (Members' Interests) Act 1968

The Local Authorities (Members' Interests) Act 1968 (LAMIA) provides rules about members discussing and voting on matters in which they have a pecuniary interest and about contracts between members and the relevant local authority.

A pecuniary interest is likely to exist if a matter under consideration could reasonably give rise to an expectation of a gain or loss of money for a member personally (or for their spouse or a company in which they have an interest). In relation to pecuniary interests the LAMIA 1968 applies to both contracting and participating in decision-making processes.

With regard to pecuniary or financial interests a person is deemed to be "concerned or interested" in a contract or interested "directly or indirectly" in a decision when:

- a person, or spouse or partner, is "concerned or interested" in the contract or where they have a pecuniary interest in the decision; or
- a person, or their spouse or partner, is involved in a company that is "concerned or interested" in the contract or where the company has a pecuniary interest in the decision.

There can also be additional situations where a person is potentially "concerned or interested" in a contract or have a pecuniary interest in a decision, such as where a contract is between an elected members' family trust and the council.

Determining whether a pecuniary interest exists

Members are often faced with the question of whether or not they have a pecuniary interest in a decision and if so whether they should participate in discussion on that decision and vote. When determining if this is the case or not the following test is applied:

- whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned.

In deciding whether you have a pecuniary interest, members should consider the following factors.

- what is the nature of the decision being made?
- do I have a financial interest in that decision - do I have a reasonable expectation of gain or loss of money by making that decision?
- is my financial interest one that is in common with the public?
- do any of the exceptions in the LAMIA 1968 apply to me?

- could I apply to the Auditor-General for approval to participate?

Members may seek assistance from the Mayor or Chief Executive to determine if they should discuss or vote on an issue, but ultimately it is their own judgment as to whether or not they have pecuniary interest in the decision. Any member who is uncertain as to whether they have a pecuniary interest is advised to seek legal advice. Where uncertainty exists members may adopt a least-risk approach which is to not participate in discussions or vote on any decisions.

Members who do have a pecuniary interest will declare the pecuniary interest to the meeting and not participate in the discussion or voting. The declaration and abstention needs to be recorded in the meeting minutes. (Further requirements are set out in Council's Standing Orders.)

The contracting rule

A member is disqualified from office if he or she is "concerned or interested" in contracts with Council if the total payments made, or to be made, by or on behalf of Council exceed \$25,000 in any financial year. The \$25,000 limit includes GST. The limit relates to the value of all payments made for all contracts in which a member is interested during the financial year. It does not apply separately to each contract, nor is it just the amount of the profit the contractor expects to make or the portion of the payments to be personally received by the member.

The Auditor-General can give prior approval, and in limited cases, retrospective approval for contracts that would otherwise disqualify a member under the LAMIA 1968. It is an offence under this Act for a person to act as a member of a local authority (or committee of a local authority) while disqualified.

Non-pecuniary conflicts of interest

In addition to the issue of pecuniary interests, rules and common law govern conflicts of interest more generally. These rules apply to non-pecuniary conflicts of interest, including common law rules about bias. In order to determine if bias exists or not members need to ask:

- is there a real danger of bias on the part of the member of the decision-making body, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?

The question is not limited to actual bias, but relates to the appearance or possibility of bias reflecting the principle that justice should not only be done, but should be seen to be done. Members should ask themselves whether a perception of a bias may reasonably be perceived by the public, regardless of whether real bias exists.

Members should focus on the nature of the conflicting interest or relationship and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- member's statements or conduct indicate that they have predetermined the decision before hearing all relevant information (that is, members have a "closed mind"); and
- members have a close and/or personal relationship or involvement with an individual or organisation affected by the decision.

In determining whether or not they might be perceived as biased, members must also take into account the context and circumstance of the issue or question under consideration. For example, if a member has stood on a platform and been voted into office on the promise of implementing that platform then voters would have every expectation that the member would give effect to that promise, however he/she must still be seen to be open to considering new information (this may not apply to decisions made in quasi-judicial settings, such as an RMA hearing).

Local Government Official Information and Meetings Act 1987

The Local Government Official Information and Meetings Act 1987 (LGOIMA) sets out a list of meetings procedures and requirements that apply to local authorities and local/community boards. Of particular importance for the roles and conduct of members is the fact that while the chairperson has the responsibility to maintain order at meetings, all members should accept a personal responsibility to maintain acceptable standards of address and debate. No member should:

- create a disturbance or a distraction while another member is speaking; or
- be disrespectful when they refer to each other, staff, or other individuals;

Refer to Council's Standing Orders for more detail.

Secret Commissions Act 1910

Under this Act it is unlawful for a member (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to Council.

If convicted of any offence under this Act a person can be imprisoned for up to two years, and/or fined up to \$1,000. A conviction would therefore trigger the ouster provisions of the LGA 2002 and result in the removal of the member from office.

Crimes Act 1961

Under this Act it is unlawful for a member (or officer) to:

- accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of Council; and
- use information gained in the course of their duties for their, or another person's, monetary gain or advantage.

These offences are punishable by a term of imprisonment of seven years or more. Members convicted of these offences will automatically cease to be members.

Financial Markets Conduct Act 2013

Financial Markets Conduct Act 2013 (previously the Securities Act 1978) essentially places members in the same position as company directors whenever Council offers stock to the public. Members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

The Local Government Act 2002

The Local Government Act 2002 (LGA) sets out the general powers of local government, its purpose and operating principles. Provisions directly relevant to the Code include:

Personal liability of members

Although having qualified privilege, members can be held personally accountable for losses incurred by a local authority where, following a report from the Auditor General under the LGA 2002 (s. 44), it is found that one of the following applies:

- money belonging to, or administered by, a local authority has been unlawfully expended;
- an asset has been unlawfully sold or otherwise disposed of by the local authority;
- a liability has been unlawfully incurred by the local authority; or
- a local authority has intentionally or negligently failed to enforce the collection of money it is lawfully entitled to receive.

In accordance with the LGA 2002 (s. 46), members will not be personally liable where they can prove that the act or failure to act resulting in the loss occurred as a result of one of the following:

- without the member's knowledge;
- with the member's knowledge but against the member's protest made at or before the time when the loss occurred;
- contrary to the manner in which the member voted on the issue; or
- in circumstances where, although being a party to the act or failure to act, the member acted in good faith and relied on reports, statements, financial data, or other information from professional or expert advisers, namely staff or external experts on the matters.

In certain situation members will also be responsible for paying the costs of proceedings (LGA 2002, s. 47).

Appendix B: Process for the determination and investigation of complaints via an independent investigator

Step 1: Chief Executive receives complaints

On receipt of a complaint under the Code, whether from a member (because the complaint involves the Mayor) or from the Mayor after an initial assessment, the Chief Executive will refer the complaint to an independent investigator. The Chief Executive will also:

1. Inform the complainant that the complaint has been referred to an independent investigator and the name of the investigator, and refer them to the process for dealing with complaints as set out in the Code.
2. Inform the respondent that a complaint has been made against them, the name of the investigator and remind them of the process for dealing with complaints as set out in the Code.

Step 2: Investigator makes preliminary assessment

On receipt of a complaint the investigator will complete a preliminary assessment and determine whether:

1. The complaint is trivial or frivolous and should be dismissed.
2. The complaint is outside the scope of the Code and should be re-directed to another agency or institutional process.
3. The complaint is minor or non-material.
4. The complaint is material and a full assessment is required.

The investigator may make whatever inquiries are necessary to determine their recommendations, including interviewing relevant parties. Depending on the investigator's findings, they may:

1. Where the investigator determines that a complaint is trivial or frivolous:
 - inform the Chief Executive of their findings. The Chief Executive is responsible for informing the complainant, respondent and other members (if there are no grounds for confidentiality) of the investigator's decision.
2. Where the investigator determines that a complaint involves a potential legislative breach and is outside the scope of the Code, they will:
 - forward the complaint to the relevant agency and inform the Chief Executive. The Chief Executive is responsible for informing the complainant, respondent and other members.

Step 3: Actions where a breach is found to be non-material

If the subject of a complaint is found to be non-material, but more than trivial or frivolous, the investigator will inform the Chief Executive and, if they choose, recommend a course of action appropriate to the breach, such as:

- that the respondent is referred to the Mayor for guidance; and/or
- that the respondent completes appropriate training to increase their knowledge and understanding of the matters resulting in the complaint.

The Chief Executive will advise both the complainant and the respondent of the investigator's decision and any recommendations, neither of which are open to challenge. Any recommendations made in response to a non-material breach are non-binding on the respondent and Council.

Step 4: Actions where a breach is found to be material

If the subject of a complaint is found to be material, the investigator will inform the Chief Executive, who will inform the complainant and respondent. The investigator will then prepare a report for Council on the seriousness of the breach. In preparing that report, the investigator may:

- consult with the complainant, respondent and any directly affected parties; and/or
- undertake a hearing with relevant parties; and/or
- refer to any relevant documents or information.

On receipt of the investigator's report, the Chief Executive will prepare a report for the relevant Council body charged with assessing and ruling on material complaints, which will meet to consider the findings and determine whether or not a penalty, or some other form of action, will be imposed. The Chief Executive's report will include the investigator's full report.

Step 5: Process for considering the investigator's report

The investigator's report will be considered by Council or the adjudicative body established for considering reports on Code of Conduct complaints, or any other body that the Council may resolve, noting that the process will meet the principles set out in the Code.

The Council, or adjudicative body, will consider the Chief Executive's report in open meeting, except where the alleged breach concerns matters that justify, in accordance with LGOIMA 1987 (s. 7), the exclusion of the public. Before making any decision on a specific complaint, the relevant body will give the respondent an opportunity to appear and speak in their own defence. Members with an interest in the proceedings, including the complainant and the respondent, should not take part in these proceedings in a decision-making capacity. The form of penalty that might be applied will depend on the nature of the breach and may include actions set out in the Code.

The report, including recommendations from the adjudicative body, should that body have no formal delegations, will be heard and accepted by the Council in open session, unless grounds for excluding the public exist, without debate.



STANDING ORDERS

RANGITIKEI DISTRICT COUNCIL

Adopted by Council resolution, [date] 2022

VERSION CONTROL

This version updated:	
Previously updated on:	31 October 2019
Previously updated on:	4 April 2017
Previously updated on:	3 November 2016

Preface

Standing orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees, ~~and~~ subordinate decision-making bodies, and local and community boards. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive, and lawful manner.

In doing so the application of standing orders contributes to greater public confidence in the quality of local governance and democracy in general.

These standing orders have been designed specifically for local authorities, their committees, subcommittees and subordinate decision-making bodies, and local and community boards. They fulfil, with regard to the conduct of meetings, the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 ~~with regard to the conduct of meetings(LGOIMA)~~.

~~Please note standing orders do not apply to advisory bodies or workshops unless incorporated in their specific terms of reference.~~

~~Although it is mandatory that councils local authorities adopt standing orders for the conduct of their meetings, it is not necessary that they are adopted every triennium. However, LGNZ recommends that every council, committee, subordinate body and local and community board review their standing orders within at least the first six months following an election to ensure that they fully meet their needs for effective and inclusive meetings and the meetings of any subordinate bodies, such as committees and subcommittees~~ (see cl. 27 Schedule 7 of the Local Government Act 2002).

For clarity's sake whenever a question about the interpretation or application of these standing orders is raised, particularly where a matter might not be directly provided for, it is the responsibility of the Chairperson of each meeting to make a ruling.

All members of a local authority must abide by ~~the~~ standing orders.

Copyright Notice:

The Rangitikei District Council (**Council**) has been granted a royalty-free, non-exclusive, non-transferable and revocable licence to:

- amend the standing orders (**Amended Standing Orders**) so that they are suitable for the Council's specific context and needs;
- copy the Amended Standing Orders for use by the Council's employees and elected members and the public; and
- place the Amended Standing Orders on the Council or public website.

The Council will not supply or make available to any third party a copy of the Guide, the Standing Orders or the Amended Standing Orders other than as permitted by this licence. All other rights are reserved by Equip, the copyright owner, under the Copyright Act 1994. Any request to use the standing orders for purposes other than those described above should be made directly to Equip.

Equip has made every reasonable effort to provide accurate information in this document, however it is not advice and we do not accept any responsibility for actions taken that may be based on reading it.

ITEM 10.1 ATTACHMENT 2

Contents

1. Introduction	11
1.1 Principles	11
1.2 Statutory references	11
1.3 Acronyms	12
1.4 Application	12
2. Definitions	12
General matters	18
3. Standing orders	18
3.1 Obligation to adopt standing orders	18
3.2 Process for adoption and alteration of standing orders	18
3.3 Members must obey standing orders	18
3.4 Application of standing orders	18
3.5 Temporary suspension of standing orders	18
3.6 Quasi-judicial proceedings	19
3.7 Physical address of members	19
4. Meetings	19
4.1 Legal requirement to hold meetings	19
4.2 Meeting duration	19
4.3 Language	19
4.4 Webcasting meetings	20
4.5 First meeting (inaugural)	20
4.6 Requirements for the first meeting	20
5. Appointments and elections	21
5.1 Mayoral appointment of deputy Mayor, committee chairs and members	21
5.2 Council Discharge of a Mayoral Appointment	21
5.3 Establishment of committees by the Mayor	21
5.4 Elections of regional Chairpersons, deputy Mayors and deputy Chairpersons	22
5.5 Removal of a deputy Mayor	22
5.6 Voting system for chairs, deputy Mayors and committee chairs	22
6. Delegations	23
6.1 Limits on delegations	23
6.2 Committees may delegate	23
6.3 Use of delegated powers	23
6.4 Decisions made under delegated authority cannot be rescinded or amended	24
6.5 Committees and sub committees subject to the direction of the local authority	24
6.6 Duty to consider delegations to community boards	24

ITEM 10.1 ATTACHMENT 2

7. Committees	24
7.1 Appointment of committees and subcommittees	24
7.2 Discharge or reconstitution of committees and subcommittees	24
7.3 Appointment or discharge of committee members and subcommittee members	25
7.4 Elected members on committees and subcommittees	25
7.5 Local authority may replace members if committee not discharged	25
7.6 Membership of Mayor	25
7.7 Decision not invalid despite irregularity in membership	26
7.8 Appointment of joint committees	26
7.9 Status of joint committees	26
7.10 Power to appoint or discharge individual members of a joint committee	26
Pre-meeting	27
8. Giving notice	27
8.1 Public notice – ordinary meetings	27
8.2 Notice to members - ordinary meetings	27
8.3 Extraordinary meeting may be called	27
8.4 Notice to members - extraordinary meetings	27
8.5 Emergency meetings may be called	28
8.6 Process for calling an emergency meeting	28
8.7 Public notice – emergency and extraordinary meetings	28
8.8 Meetings not invalid	28
8.9 Resolutions passed at an extraordinary meeting	29
8.10 Meeting schedules	29
8.11 Non-receipt of notice to members	29
8.12 Meeting cancellations	29
9. Meeting agenda	30
9.1 Preparation of the agenda	30
9.2 Process for raising matters for a decision	30
9.3 Chief executive may delay or refuse request	30
9.4 Order of business	30
9.5 Chairperson’s recommendation	30
9.6 Chairperson’s report	31
9.7 Public availability of the agenda	31
9.8 Public inspection of agenda	31
9.9 Withdrawal of agenda items	31
9.10 Distribution of the agenda	31
9.11 Status of agenda	32

9.12	Items of business not on the agenda which cannot be delayed	32
9.13	Discussion of minor matters not on the agenda	32
9.14	Public excluded business on the agenda	32
9.15	Qualified privilege relating to agenda and minutes	32
	Meeting Procedures	34
10.	Opening and closing	34
11.	Quorum	34
11.1	Councils meetings	34
11.2	Committees and subcommittee meetings	34
11.3	Joint Committees	34
11.4	Requirement for a quorum	34
11.5	Meeting lapses where no quorum	35
11.6	Business from lapsed meetings	35
12.	Public access and recording	35
12.1	Meetings open to the public	35
12.2	Grounds for removing the public	35
12.3	Local authority may record meetings	35
12.4	Public may record meetings	35
13.	Attendance	36
13.1	Members right to attend meetings	36
13.2	Attendance when a committee is performing judicial or quasi-judicial functions	36
13.3	Leave of absence	36
13.4	Apologies	36
13.5	Recording apologies	37
13.6	Absent without leave	37
13.7	Right to attend by audio or audio visual link	37
13.8	Member's status: quorum	37
13.9	Member's status: voting	37
13.10	Chairperson's duties	37
13.11	Conditions for attending by audio or audio visual link	38
13.12	Request to attend by audio or audio visual link	38
13.13	Chairperson may terminate link	38
13.14	Giving or showing a document	39
13.15	Link failure	40
13.16	Confidentiality	40
14.	Chairperson's role in meetings	40
14.1	Council meetings	40

ITEM 10.1 ATTACHMENT 2

14.2	Committee meetings	40
14.3	Addressing the Chairperson	40
14.4	Chairperson's rulings	41
14.5	Chairperson standing	41
14.6	Member's right to speak	41
14.7	Chairperson may prioritise speakers	41
15.	Public Forums	41
15.1	Time limits	41
15.2	Restrictions	42
15.3	Questions at public forums	42
15.4	No resolutions	42
16.	Deputations	42
16.1	Time limits	43
16.2	Restrictions	43
16.3	Questions of a deputation	43
16.4	Resolutions	43
17.	Petitions	43
17.1	Form of petitions	43
17.2	Petition presented by petitioner	44
17.3	Petition presented by member	44
18.	Exclusion of public	44
18.1	Motions and resolutions to exclude the public	44
18.2	Specified people may remain	45
18.3	Public excluded items	45
18.4	Non-disclosure of information	45
18.5	Release of information from public excluded session	45
19.	Additional provisions for District Iwi and the Māori community at Rātana	46
19.1	District Iwi and the Māori community at Rātana representation at meetings	46
19.2	Speaking rights in addition to public forum	46
19.3	District Iwi and the Māori community at Rātana representation at committees and subcommittees	46
19.4	District Iwi and the Māori community at Rātana speaking time	46
19.5	Question of speakers during District Iwi and the Māori community at Rātana participation	46
20.	Voting	47
20.1	Decisions by majority vote	47
20.2	Open voting	47
20.3	Chairperson has a casting vote	47

20.4	Method of voting	47
20.5	Calling for a division	47
20.6	Request to have votes recorded	48
20.7	Members may abstain	48
21.	Conduct	48
21.1	Calling to order	48
21.2	Behaviour consistent with Code of Conduct	48
21.3	Retractions and apologies	48
21.4	Disorderly conduct	48
21.5	Contempt	49
21.6	Removal from meeting	49
21.7	Financial conflicts of interests	49
21.8	Non-financial conflicts of interests	49
21.9	Qualified privilege for meeting proceedings	50
21.10	Qualified privilege additional to any other provisions	50
21.11	Electronic devices at meetings	50
21.12	Members to Remain Seated	50
22.	General rules of debate	50
22.1	Chairperson may exercise discretion	50
22.2	Time limits on speakers	51
22.3	Questions to staff	51
22.4	Questions of clarification	51
22.5	Members may speak only once	51
22.6	Limits on number of speakers	51
22.7	Seconder may reserve speech	52
22.8	Speaking only to relevant matters	52
22.9	Restating motions	52
22.10	Criticism of resolutions	52
22.11	Objecting to words	52
22.12	Right of reply	53
22.13	No other member may speak	53
22.14	Adjournment motions	53
22.15	Chairperson's acceptance of closure motions	53
23.	General procedures for speaking and moving motions	54
23.1	Options for speaking and moving	54
23.2	Option A	54
23.3	Option B	54
23.4	Option C	55

ITEM 10.1 ATTACHMENT 2

23.5	Procedure if no resolution reached	55
23.6	Addressing the Chair in English or Māori	55
24.	Motions and amendments	55
24.1	Proposing and seconding motions	55
24.2	Motions in writing	55
24.3	Motions expressed in parts	55
24.4	Substituted motion	56
24.5	Amendments to be relevant and not direct negatives	56
24.6	Chairperson may recommend amendment	56
24.7	Foreshadowed amendments	56
24.8	Lost amendments	57 56
24.9	Carried amendments	57
24.10	Where a motion is lost	57
24.11	Withdrawal of motions and amendments	57
24.12	No speakers after reply or motion has been put	57
25.	Revocation or alteration of resolutions	57
25.1	Member may move revocation of a decision	57
25.2	Revocation must be made by the body responsible for the decision	58
25.3	Requirement to give notice	58
25.4	Restrictions on actions under the affected resolution	58
25.5	Revocation or alteration by resolution at same meeting	58
25.6	Revocation or alteration by recommendation in report	59 58
26.	Procedural motions	59
26.1	Procedural motions must be taken immediately	59
26.2	Procedural motions to close or adjourn a debate	59
26.3	Voting on procedural motions	59
26.4	Debate on adjourned items	60 59
26.5	Remaining business at adjourned meetings	60
26.6	Business referred to the council, committee or local or community board	60
26.7	Other types of procedural motions	60
27.	Points of order	60
27.1	Members may raise points of order	60
27.2	Subjects for points of order	60
27.3	Contradictions	61 60
27.4	Point of order during division	61
27.5	Chairperson's decision on points of order	61
28.	Notices of motion	61
28.1	Notice of intended motion to be in writing	61

28.2	Refusal of notice of motion	61
28.3	Mover of notice of motion	62
28.4	Alteration of notice of motion	62
28.5	When notices of motion lapse	62
28.6	Referral of notices of motion	62
28.7	Repeat notices of motion	62
29.	Minutes	63
29.1	Minutes to be evidence of proceedings	63
29.2	Matters recorded in minutes	63
29.3	No discussion on minutes	64
29.4	Minutes of last meeting before election	64
30.	Keeping a record	64
30.1	Maintaining accurate records	64
30.2	Method for maintaining records	64
30.3	Inspection	65
30.4	Inspection of public excluded matters	65
	Referenced documents	65
	Appendix 1: Grounds to exclude the public	66
	Appendix 2: Sample resolution to exclude the public	68
	Appendix 3: Motions and amendments (option A)	70
	Appendix 4: Table of procedural motions	71
	Appendix 5: Webcasting protocols	73
	Appendix 6: Powers of a Chairperson	74
	Appendix 7: Mayors' powers to appoint under s.41A	79
	Appendix 8: Process for removing a Chairperson and deputy Mayor from office	80
	Appendix 9: Workshops	81
	Appendix 10: Sample order of business	83
	Appendix 11: Process for raising matters for a decision	84
	Appendix 12: Recordkeeping for Council	85

1. Introduction

These standing orders have been prepared to enable the orderly conduct of local authority meetings. They incorporate the legislative provisions relating to meetings, decision making and transparency. They also include practical guidance on how meetings should operate so that statutory provisions are complied with and best governance practice is followed.

To assist elected members and officials the document is structured into four sections:

- Part 1: General matters
- Part 2: Pre-meeting procedures
- Part 3: Meeting procedures.
- Appendices

The appendices provide templates and additional guidance for implementing provisions within the standing orders. Appendices are attachments to the standing orders and not part of the standing orders themselves; consequently, amendments to the appendices do not require formal adoption by Council. Furthermore, LGNZ's '2022¹⁹ Guide to Standing Orders' provides advice for Chairpersons and staff on the implementation of the standing orders, but ~~is~~^{are} not part of the standing orders.

1.1 Principles

Standing orders are part of the framework of processes and procedures designed to ensure that our system of local democracy and decision-making within local government is transparent and accountable. They are designed to give effect to the principles of good governance, which include that a local authority should:

- Conduct its business in an open, transparent and democratically accountable manner.
- Give effect to its identified priorities and desired outcomes in an efficient and effective manner.
- Make itself aware of and have regard for the views of all of its communities.
- ~~Have regard~~^{Take account, when making decisions, of} the diversity of the community, its interests and the interests of future communities.
- Ensure that any decisions made under these standing orders comply with the decision-making provisions of Part 6 of the LGA.
- Ensure that decision-making procedures and practices meet the standards of natural justice.

These principles are reinforced by the requirement that all local authorities act so that "*governance structures and processes are effective, open and transparent*" (LGA 2002, s. 39 (b)).

1.2 Statutory references

The standing orders combine statutory provisions with guidance on their application. Where a statutory provision has been augmented with advice on how it might be implemented, the advice (so as not to confuse it with the statutory obligation) is placed below the relevant legislative

reference. In some cases, the language in the statutory provision has been modernised for ease of interpretation or amended to ensure consistency with more recently enacted statutes.

Any statutory references contained in the standing orders apply throughout the period of a meeting, regardless of whether or not parts or all of the standing orders have been suspended. These provisions must also be carried through into any amendment of the standing orders that might be made. Where it is employed the word 'must', unless otherwise stated, identifies a mandatory legislative requirement.

1.3 Acronyms

LGA 2002	Local Government Act 2002
LGOIMA 1987	Local Government Official Information and M meetings Act 1987
LAMIA 1968	Local Authorities (Members' Interests) Act 1968

1.4 Application

~~For the removal of any doubt t~~ these standing orders do not apply to workshops or meetings of working parties and advisory groups, unless specifically included in their terms of reference.

2. Definitions

Adjournment means a break in the proceedings of a meeting. A meeting, or discussion on a particular business item may be adjourned for a brief period or to another date and time.

Advisory group means a group of people convened by a local authority for the purpose of providing advice or information that is not a committee or subcommittee. The standing orders do not apply to such groups. This definition also applies to workshops, working parties, working group, panels, forums, portfolio groups, briefings and other similar bodies.

Agenda means the list of items for consideration at a meeting together with reports and other attachments relating to those items in the order in which they will be considered. It is also referred to as an 'order paper'.

Amendment means any change or proposed change to the original or substantive motion.

Appointed member means a member of a committee, or subsidiary organisation of a council, who is not elected.

Audio link means facilities that enable audio communication between participants~~attendance~~ at a meeting ~~by audio link only (no visual link) where one or more of the participants is not physically present at the place of the meeting.~~

Audiovisual link means facilities that enable audiovisual communication between participants at a meeting when one or more of them is not physically present at the place of the meeting.

Chairperson means the person [in a position of authority in a meeting or other gathering, also known as the presiding at a meeting member](#).

Chief executive means the chief executive of a territorial authority or regional council appointed under the LGA 2002 (s. 42), and includes [for the purposes of these Standing Orders](#), any other officer authorised by the chief executive.

Clear working days means the number of working days [\(business hours\)](#) prescribed [in these Standing Orders](#) for giving notice and excludes the date of the meeting and date on which the notice is served.

Committee includes, in relation to a local authority:

- (a) A committee comprising all the members of that authority;
- (b) A standing committee or special committee appointed by that authority;
- (c) A joint committee appointed under the LGA 2002 (Schedule 7, cl. 30A); and
- (d) Any subcommittee of a committee described in (a), (b) and (c) of this definition.

Conflict of Interest means [any pecuniary interest and any interest arising because of that person's position as a trustee, director, officer, employee, or member of another body or because of any personal non-pecuniary interest, such as pre-determination or bias](#).

Community board means a community board established under the LGA 2002 (s. 49).

Contempt means being disobedient to, or disrespectful of, the chair of a meeting, or disrespectful to any members, officers or the public.

Council means, in the context of these standing orders, the governing body of the local authority.

Debate means [discussion by members that occurs once a motion has been moved/seconded](#).

Deputation means a request from any person or group to make a presentation to the local authority which is approved by the Chairperson and which may be made in English, te reo Māori or New Zealand Sign Language.

Division means [a formal vote at a Council, committee or subcommittee meeting whereby the names of those members present, including the mayor/chair, are formally recorded as voting either for or against. This includes a vote where the names and votes are recorded electronically](#).

Electronic link means both an audio and [audio](#)visual link.

Emergency meeting has the same meaning as defined in the LGA 2002 (schedule 7, cl. 22A).

Extraordinary meeting has the same meaning as defined in the LGA 2002 (schedule 7, cl. 22).

Foreshadowed motion means a motion that a member indicates their intention to move once the debate on a current motion or amendment is concluded.

Internet site means, in relation to a local authority or other person or entity, an Internet site that is maintained by, or on behalf of, the local authority, person, or entity and to which the public has free access.

Item means a substantive matter for discussion at a meeting.

Leave of the meeting means agreement without a single member present dissenting.

Joint committee means a committee in which the members are appointed by more than one local authority in accordance with the LGA 2002 (schedule 7, cl. 30A).

Karakia timatanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

Lawfully excluded means a member of a local authority who has been removed from a meeting due to behaviour that a Chairperson has ruled to be contempt.

Leave of absence means a pre-approved absence for a specified period of time consistent with the Council policy should one be in place.

Local authority means in the context of these standing orders a regional council or territorial authority, as defined in the LGA 2002 (s. 5(1)), which is named in these standing orders, and any subordinate decision-making bodies established by the local authority.

Mayor means the Mayor of a territorial authority elected under the Local Electoral Act 2001.

Meeting means any first, inaugural, ordinary, or extraordinary meeting of a local authority, subordinate decision-making bodies and any community or local board of the local authority convened under the provisions of LGOIMA 1987.

Member means any person elected or appointed to the local authority.

Member of the Police means a Constable of the New Zealand Police within the definition of s 4 of the Policing Act 2008.

Mihi whakatau means a brief welcome typically delivered by one person without any further formalities.

Minutes means the record of the proceedings of any meeting of the local authority.

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

Newspaper means a periodical publication published (whether in New Zealand or elsewhere) at intervals not exceeding 40 days, or any copy of, or part of any copy of, any such publications; and this includes every publication that at any time accompanies and is distributed along with any newspaper.

Notice of motion means a motion given in writing by a member in advance of a meeting in accordance with, and as provided for, in these standing orders.

Officer means [any person employed by the council either full or part time, on a permanent or casual or contract basis.](#)

Pecuniary Interest includes [any interest described in s 3 and 6 of the Local Authorities \(Members Interests\) Act 1968](#)

Open voting means voting that is conducted openly and in a transparent manner (i.e., enables an observer to identify how a member has voted on an issue) and may be conducted by electronic means. The result of the vote must be announced immediately after it has concluded. Secret ballots are specifically excluded.

Order paper means the list of items for consideration at a meeting together with reports and other attachments relating to those items set out in the order in which they will be considered. An order paper is also referred to as an agenda.

Ordinary meeting means any meeting other than the first, inaugural, or extraordinary meeting, of a local authority publicly notified in accordance with the LGOIMA (s. 46(1) and (2)).

Petition means a request to a local authority which contains at least 20 signatures.

Powhiri means a formal welcome involving a Karanga from the Tangata Whenua (the home people) followed by formal speech making. A Powhiri is generally used for formal occasions of the highest significance.

Present at the meeting to constitute quorum means the member is to be physically present in the room, unless attendance via an electronic link is permitted under temporary legislation.

Presiding member means the [person chairing a meeting](#) chairperson.

Procedural motion means a motion that is used to control the way in which a motion or the meeting is managed as specified in standing orders.

Public excluded information refers to information which is currently before a public excluded session, is proposed to be considered at a public excluded session, or had previously been considered at a public excluded session and not yet been released as publicly available information. It includes:

- any minutes (or portions of minutes) of public excluded sessions which have not been subsequently released by the local authority;
- any other information which has not been released by the local authority as publicly available information.

Public excluded session, also referred to as confidential or in-committee session, refers to those meetings or parts of meetings from which the public is excluded by the local authority as provided for in LGOIMA [1987](#).

Public forum refers to a period set aside usually at the start of a meeting for the purpose of public input.

Public notice ~~in relation to a notice given by a local authority,~~ means one that is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority's website. And in addition, is published in at least one ~~daily~~ newspaper circulating in the region or district of the local authority, or one or more other newspapers that have a combined circulation in that region or district ~~which is at least equivalent to that of a daily newspaper circulating in that region or district.~~

Publicly notified means notified to members of the public by a notice contained in a newspaper circulating in the district of the local authority, or where there is no such newspaper, by notice displayed in a public place. The notice may also be replicated on a ~~c~~Council's website.

Qualified privilege means the privilege conferred on member by the LGOIMA 1987 (s. 52 and 53).

Quasi-judicial means a meeting involving the consideration of issues requiring the evaluation of evidence, the assessment of legal argument and/or the application of legal principles.

Quorum means the minimum number of members required to be present in order to constitute a valid meeting.

Regional Council Chairperson means the member of the governing body of a regional council elected as ~~c~~Chairperson of that regional council under the LGA 2002 (schedule 7, cl. 25).

Resolution means a motion that has been adopted by the meeting.

Right of reply means the right of the mover of a motion ~~to sum up the debate and to~~ reply to those who have spoken ~~against to~~ the motion ~~(the right can also apply to an amendment).~~

Second means the member who seconds a motion ~~or amendment.~~

Sub judice means under judicial consideration and therefore prohibited from public discussion elsewhere.

Subordinate decision-making body means committees, subcommittees, and any other bodies established by a local authority that have decision-making authority, but not local or community boards or joint committees.

Substantive motion means the original motion. In the case of a motion that is subject to an amendment, the substantive motion is the original motion incorporating any amendments adopted by the meeting.

Substantive resolution means the substantive motion that has been adopted by the meeting or a restatement of a resolution that has been voted on in parts.

Subcommittee means a subordinate decision-making body established by a council, or a committee of a council, local board or community board. See definition of "Committee".

Working day means ~~any a~~ day of the week other than:

- (a) Saturday, Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, Matariki, the Sovereign's ~~b~~Birthday, and Labour Day and, if Waitangi Day or Anzac Day falls on a ~~weekend~~Saturday or Sunday, the following Monday.
- (b) A day in the period commencing with ~~the 20th day of~~ December in any year and ending with ~~the 10th day of~~ January in the following year.
- (c) The day observed in the appropriate area as the anniversary of the province of which the area forms a part.

Should a local authority wish to meet between ~~the 20th of~~ December and ~~the 10th day of~~ January in the following year any meeting must be notified as an extraordinary meeting unless there is sufficient time to notify an ordinary meeting before the commencement of the period.

Working party means a group set up by a local authority to achieve a specific objective that is not a committee or subcommittee and to which these standing orders do not apply.

Workshop means in the context of these standing orders, a gathering of elected members for the purpose of considering matters of importance to the local authority at which no decisions are made and to which these standing orders do not apply. Workshops may include non-elected members. ~~See definition of "advisory group".~~ Workshops ~~are also~~may be described as briefings.

Part 1 - General matters

3. Standing orders

3.1 Obligation to adopt standing orders

Council is required to operate in accordance with standing orders for the conduct of its meetings and the meetings of its committees and subcommittees. Local boards and community boards must also adopt standing orders. Standing orders must not contravene any Act.

LGA 2002, schedule 7, cl. 27(1) and (2)

3.2 Process for adoption and alteration of standing orders

The adoption of standing orders and any amendment to standing orders must be made by Council and by a vote of not less than 75 % of the members present. Similarly, in the case of a local and community board the adoption of standing orders and any amendments also requires a vote of not less than 75% of the members of the specific board.

LGA 2002, schedule 7, cl. 27(3)

3.3 Members must obey standing orders

All members of the local authority, including members of committees and subcommittees, must obey these standing orders. Local boards and community boards which have adopted these standing orders must also comply with them.

LGA 2002, schedule 7, cl. 16(1)

3.4 Application of standing orders

These standing orders apply to all meetings of the local authority, its committees, subcommittees and subordinate decision-making bodies. They will also apply to any local boards and community boards unless stated otherwise. This includes meetings and parts of meetings that the public are excluded from.

3.5 Temporary suspension of standing orders

Any member of Council, a committee, subcommittee and subordinate body, and local and community board, may move a motion to suspend standing orders at a meeting of which they are a member. Any such motion must also include the reason for the suspension. If seconded, the [Chairperson](#) must put the motion without debate and at least 75 per cent of the members present and voting must support the motion for it to be carried.

LGA 2002, schedule 7, cl. 27(4)

A motion to suspend standing orders may [be taken before or during a debate. The motion to suspend Standing Orders must](#) also identify the specific standing orders to be suspended. In the

event of suspension those standing orders prescribed in statute will continue to apply, such as the quorum requirements.

3.6 Quasi-judicial proceedings

For quasi-judicial proceedings the local authority or a local or community board may amend meeting procedures. For example, committees hearing applications under the RMA 1991 have additional powers under the Commissions of Inquiry Act 1908.

3.7 Physical address of members

Every member of a local authority, local board and community board must give to the Chief Executive a physical residential or business address within the district or region of the local authority and, if desired, an electronic or other address, to which notices and material relating to meetings and local authority business may be sent or delivered. Members are to provide their address within 5 working days of the publication of the declaration of the election results. [Public access to those addresses is subject to the Privacy Act.](#)

4. Meetings

4.1 Legal requirement to hold meetings

The local authority must hold meetings for the good government of its city, district or region. The same requirement applies to local boards and community boards in respect of their communities. Meetings must be called and conducted in accordance with:

- (a) LGA 2002, schedule 7;
- (b) LGOIMA, part 7; and
- (c) These standing orders.

A meeting can be adjourned to a specified time and day if required by resolution of the meeting.

4.2 Meeting duration

A meeting cannot continue more than six hours from when it starts (including any adjournments) or after 10.30pm, unless the meeting resolves to continue. If there is no such resolution, [then](#) any business on the agenda that has not been dealt with must be adjourned, transferred to the next meeting, or transferred to an extraordinary meeting.

No meeting can sit for more than two hours continuously without a break of at least ten minutes, unless the meeting resolves to extend the time before a break.

4.3 Language

A member may address a meeting in English, te reo Māori or New Zealand Sign Language. A Chairperson may require that a speech is translated and printed in English or te reo Māori.

If a member intends to address the meeting in New Zealand Sign Language, or in te reo Māori when the normal business of the meeting is conducted in English, they must give prior notice to the Chairperson not less than 2 working days before the meeting. Where the normal business of the meeting is conducted in te reo Māori then prior notice of the intention to address the meeting in English must also be given to the Chairperson not less than 2 working days before the meeting.

4.4 Webcasting meetings (streaming)

Webcast meetings should be provided in accordance with the protocols contained in Appendix 5.

4.5 First meeting (inaugural)

The first meeting of a local authority following a local authority triennial general election must be called by the Chief Executive as soon as practicable after the results of the election are known. The Chief Executive must give elected members not less than 7 days' notice of the meeting. However, in the event of an emergency the Chief Executive may give notice of the meeting as soon as practicable.

LGA 2002, schedule 7, cl. 21 (1) – (4)

4.6 Requirements for the first meeting

The Chief Executive (or, in the absence of the Chief Executive, their nominee) must chair the first meeting until the Mayor has made an oral declaration and attested the declaration (LGA 2002, schedule 7, cl. 21(4)).

The business to be conducted at the first meeting following a general election must include the following:

- (a) The making and attesting of the declarations required of the mayor (if any) and members under the LGA 2002 (schedule 7, cl. 14).
- (b) The declaration of the Mayor and Councilors.
- (c) Appointment of Deputy Mayor.
- (d) A general explanation, given or arranged by the Chief Executive, of:
 - i. LGOIMA 1987; and
 - ii. Other laws affecting members, including the appropriate provisions of the Local Authorities (Members Interests) Act 1968; and sections 99, 105, and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013;
- (e) The fixing of the date and time of the first meeting of the local authority, or the adoption of a schedule of meetings; and

LGA 2002, schedule 7, cl. 21(5).

It is common for councils to adopt standing orders at the first meeting; however, this is not always necessary as, if not amended, standing orders will remain in force after each triennial election.

Please note that the election of a Deputy Mayor is not required if the Mayor has already made the appointment under the LGA 2002 (s. 41A (3)(a)) prior to the meeting. Nothing limits a territorial authority from removing a Deputy Mayor from office in accordance with the LGA 2002 (schedule 7, cl. 18).

5. Appointments and elections

5.1 Mayoral appointment of deputy Mayor, committee chairs and members

A Mayor may appoint the Deputy Mayor, the Chairperson and the members of each committee of the territorial authority. The names of any appointments made by the Mayor must be tabled at the first meeting of Council after the appointments are made. The Mayor may also ~~appoint him or herself~~[themselves](#).

LGA 2002, s. 41A (3)

5.2 Council Discharge of a Mayoral Appointment

Nothing, however, limits or prevents a territorial authority from discharging deputy Mayor, a Chairperson or a member of a committee appointed by the Mayor. Any decision by the territorial authority to discharge a deputy Mayor shall follow the procedure in Standing Order 5.5.

If the Mayor declines to appoint a Deputy Mayor or committee Chairpersons in accordance with the LGA 2002 (s. 41A), Council (or a committee, if so directed by Council) must elect those positions in accordance with standing order 5.4.

LGA 2002, schedule 7, cl. 31

5.3 Establishment of committees by the Mayor

The Mayor may establish committees of the territorial authority. Where a Mayor exercises this right a list of the committees and their terms of reference must be tabled at the next following meeting of Council. Should the Mayor decline to establish committees under the LGA 2002 (s. 41A) then any decision to establish committees must follow the processes set out in these standing orders.

Nothing, however, limits or prevents a territorial authority from discharging or reconstituting, in accordance with the LGA 2002 (schedule 7, cl. 30), a committee established by the Mayor or appointing, more committees in addition to any established by the Mayor.

[Please note, a Mayor is a member of every committee unless specific legislation provides otherwise, such as a committee established under s 189 of the Sale and Supply of Alcohol Act 2012.](#)

LGA 2002, s. 41A (3) and (4)

5.4 Elections of regional Chairpersons, deputy Mayors and deputy Chairpersons

Council (or a committee responsible for making the appointment) must decide by resolution to use one of two voting systems (see standing order 5.65) when electing people to the following positions:

- the Chairperson and deputy Chairperson of a regional council;
- the Deputy Mayor;
- the Chairperson and Deputy Chairperson of a committee; and
- a representative of a local authority.

Please note, this provision does not apply in situations where a Mayor has used their appointment powers under the LGA 2002 (s. 41A) to appoint a Deputy Mayor or committee chairs. See Appendix 7.

LGA 2002, schedule 7, cl. 25

5.5 Removal of a Deputy Mayor

A Deputy Mayor, whether appointed by the Mayor under standing order 5.1 or elected by Council, can only be removed in accordance with the LGA 2002 (schedule 7, cl. 18). See Appendix 8.

5.6 Voting system for chairs, Deputy Mayors and committee chairs

When electing a regional council chair, a Deputy Mayor or a committee chair the local authority must resolve to use one of the following two voting systems.

System A

The candidate will be elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee who are present and voting. This system has the following characteristics:

- (a) there is a first round of voting for all candidates;
- (b) if no candidate is successful in the first round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (c) if no candidate is successful in the second round, there is a third round, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.

In any round of voting, if two or more candidates tie for the lowest number of votes, the person to be excluded from the next round is resolved by lot.

System B

The candidate will be elected or appointed if he or she receives more votes than any other candidate. This system has the following characteristics:

- (a) there is only one round of voting; and
- (b) if two or more candidates tie for the most votes, the tie is resolved by lot.

LGA 2002, schedule 7, cl. 25

6. Delegations

6.1 Limits on delegations

Unless clearly stated in the LGA 2002 or any other Act, Council may, for the purposes of efficiency and effectiveness, delegate to a committee, subcommittee, subordinate decision-making body, community board, local board, member, or officer of the local authority, any of its responsibilities, duties, or powers except:

- (a) the power to make a rate;
- (b) the power to make a bylaw;
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
- (d) the power to adopt a long-term plan, annual plan, or annual report;
- (e) the power to appoint a Chief Executive;
- (f) the power to adopt policies required to be adopted and consulted on under the LGA 2002 in association with the long-term plan or developed for the purpose of the local governance statement;

(g) [repealed]

(g)(h) the power to adopt a remuneration and employment policy.

LGA 2002, schedule 7, cl. 32(1)

6.2 Committees may delegate

A committee, subcommittee, subordinate decision-making body, local board, community board, member, or officer of the local authority, may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the body that made the original delegation.

LGA 2002, schedule 7, cl. 32(2) and (3).

6.3 Use of delegated powers

The committee, subcommittee, other subordinate decision-making body, community board, or member or officer of the local authority to which or to whom any responsibilities, powers, duties are delegated may, without confirmation by the council, committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them.

LGA 2002, schedule 7, cl. 32(2), (3) and (4)

6.4 Decisions made under delegated authority cannot be rescinded or amended

Nothing in these standing orders allows a council, committee and subcommittee to rescind or amend a lawfully made decision of a subordinate decision-making body carried out under a delegation authorising the making of that decision. The same requirement applies to a local board and community board in relation to any committees or subcommittees with delegated authority.

LGA 2002, schedule 7, cl. 30(6)

6.5 Committees and sub committees subject to the direction of the local authority

A committee, subcommittee or other subordinate decision-making body is subject in all things to the control of the local authority, and must carry out all general and special directions of the local authority given to them.

LGA 2002, schedule 7, cl. 30(3) and (4)

6.6 Duty to consider delegations to community boards

The council of a territorial authority must consider whether or not to delegate to a community board if the delegation would enable the community board to best achieve its role.

LGA 2002, schedule 7, cl. 32(6)

Please note: A council is advised to delegate a range of decision-making responsibilities to its Chief Executive to cover the period from the day following the Electoral Office's declaration until the new council is sworn in. See the [2024 Guide to Standing Orders](#) for further information.

7. Committees

7.1 Appointment of committees and subcommittees

Council may appoint the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate. A committee may appoint the subcommittees that it considers appropriate, unless it is prohibited from doing so by Council.

LGA 2002, schedule 7, cl. 30(1) and (2)

7.2 Discharge or reconstitution of committees and subcommittees

Unless expressly provided otherwise in legislation or regulation:

- (a) a local authority may discharge or reconstitute a committee or subcommittee, or other subordinate decision-making body; and
- (b) a committee may discharge or reconstitute a subcommittee.

A committee, subcommittee, or other subordinate decision-making body is, unless Council resolves otherwise, discharged when members elected at a subsequent triennial general election come into office.

LGA 2002, schedule 7, cl. 30(5) and (7)

Please note: s.12 (2) of the Civil Defence and Emergency Management Act 2002 states that a Civil Defence and Emergency Management Group is not deemed to be discharged following a triennial election. This may also apply to the District Licensing Committee ([See the LGNZ Guide to Standing Orders](#)).

7.3 Appointment or discharge of committee members and subcommittee members

Council may appoint or discharge any member of a committee and, if established by Council, a subcommittee. A committee may appoint or discharge any member of a subcommittee appointed by the committee unless directed otherwise by Council.

LGA 2002, schedule 7, cl. 31(1) and (2)

7.4 Elected members on committees and subcommittees

The members of a committee or subcommittee may be, but are not required to be, elected members of a local authority. Council or a committee may appoint a person who is not a member of the local authority to a committee or subcommittee if, in the opinion of Council or a committee, the person has the skills, attributes or knowledge to assist the committee or subcommittee.

At least one member of a committee must be an elected member of Council. In the case of a committee established by a local board or community board at least one member must be a member of that board. A staff member of the local authority, in the course of their employment, can be a member of a subcommittee or a community board, but not a committee.

LGA 2002, schedule 7, cl. 31(4)

7.5 Local authority may replace members if committee not discharged

If a local authority resolves that a committee, subcommittee or other subordinate decision-making body is not to be discharged under the LGA 2002 (schedule 7, cl. 30), the local authority may replace the members of that committee, subcommittee or subordinate decision-making body [after the next triennial general election of members](#).

LGA 2002, schedule 7, cl. 31(5).

7.6 Membership of Mayor

The Mayor is a member of every committee (*ex officio*) of the local authority unless specific legislation provides otherwise, for example a committee established under s. 189 of the Sale and Supply of Alcohol Act 2012.

LGA 2002, s. 41A(5)

7.7 Decision not invalid despite irregularity in membership

For the purpose of these standing orders a decision of a local authority, committee, local board and community board is not invalidated if:

1. there is a vacancy in the membership of the local authority, committee, local or community board at the time of the decision; or
2. following the decision some defect in the election or appointment process is discovered and/or that the membership of a person on the committee at the time is found to have been ineligible.

LGA 2002, schedule 7, cl. 29

7.8 Appointment of joint committees

A local authority may appoint a joint committee with another local authority or other public body if it has reached agreement with each local authority or public body. The agreement must specify:

- (a) the number of members each party may appoint;
- (b) how the Chairperson and deputy Chairperson are to be appointed;
- (c) the terms of reference of the committee;
- (d) what responsibilities, if any, are to be delegated to the committee by each party; and
- (e) how the agreement may be varied.

The agreement may also specify any other matter relating to the appointment, operation, or responsibilities of the committee agreed by the parties.

LGA 2002, schedule 7, cl. 30A(1) and (2)

7.9 Status of joint committees

A joint committee is deemed to be both a committee of a council and a committee of each other participating local authority or public body.

LGA 2002, schedule 7, cl. 30A(5)

7.10 Power to appoint or discharge individual members of a joint committee

The power to discharge any individual member of a joint committee and appoint another member in their stead must be exercised by the council or public body that made the appointment.

LGA 2002, schedule 7, cl. 30A(6) (a)

Part 2 - Pre-meeting

8. Giving notice

Please note; the processes described in this section (standing orders 8.1 – 8.1~~32~~) apply as appropriate to local boards and community boards.

8.1 Public notice – ordinary meetings

All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than 5 days before the end of the current month, together with the dates ~~on which~~ and the times and places at which those meetings are to be held. In the case of meetings held on or after the 21st day of the month public notification may be given not more than 10 nor less than 5 working days before the day on which the meeting is to be held.

LGOIMA 1987, s. 46

8.2 Notice to members - ordinary meetings

The Chief Executive must give notice in writing to each member of the local authority of the time and place of any meeting. Notice must be given at least 14 days before the meeting unless Council has adopted a schedule of meetings, in which case notice must be given at least 14 days before the first meeting on the schedule.

LGA 2002, schedule 7, cl. 19(5)

8.3 Extraordinary meeting may be called

An extraordinary Council meeting may be called by:

- (a) resolution of Council, or
- (b) a requisition in writing delivered to the Chief Executive which is signed by:
 - i. the Mayor, or ~~Chairperson, or~~
 - ii. no less than one third of the total membership of Council (including vacancies).

LGA 2002, schedule 7, cl. 22(1)

8.4 Notice to members - extraordinary meetings

Notice in writing of the time and place of an extraordinary meeting called under standing order 8.3 and of the general nature of business to be considered must be given by the Chief Executive to each member of Council at least 3 working days before the day appointed for the meeting. If the meeting is called by a resolution, then notice must be provided within such lesser period as is specified in the resolution, as long as it is not less than 24 hours.

LGA 2002, schedule 7, cl. 22(3)

8.5 Emergency meetings may be called

If the business Council needs to deal with requires a meeting to be held at a time earlier than is allowed by the notice requirements for holding an extraordinary meeting and it is not practicable to call the meeting by resolution, an emergency meeting may be called by:

- (a) The Mayor; or
- (b) If the Mayor is unavailable, the Chief Executive.

LGA 2002, schedule 7, cl. 22(A) (1)

8.6 Process for calling an emergency meeting

The notice of the time and place of an emergency meeting, and of the matters in respect of which the emergency meeting is being called, must be given by the person calling the meeting or by another person on that person's behalf.

The notice must be given, by whatever means is reasonable in the circumstances, to each member of the local authority, and to the Chief Executive, at least 24 hours before the time appointed for the meeting.

LGA 2002, schedule 7, cl. 22A(2)

8.7 Public notice – emergency and extraordinary meetings

Where an emergency or extraordinary meeting of a local authority is called but the notice of the meeting is inconsistent with these standing orders, due to the manner in which it was called, the local authority must cause that meeting and the general nature of business to be transacted at that meeting:

- (a) To be publicly notified as soon as practicable before the meeting is to be held; or
- (b) If it is not practicable to publish a notice in newspapers before the meeting, to be notified as soon as practicable on the local authority's website and in any other manner that is reasonable in the circumstances.

LGOIMA 1987, s. 46(3)

8.8 Meetings not invalid

The failure to notify a public meeting under these standing orders does not of itself make that meeting invalid. However, where a local authority becomes aware that a meeting has been incorrectly notified it must, as soon as practicable, give public notice stating:

- that the meeting occurred without proper notification;
- the general nature of the business transacted; and
- the reasons why the meeting was not properly notified.

LGOIMA 1987, s. 46(6)

8.9 Resolutions passed at an extraordinary meeting

A local authority must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting of the local authority unless -

- (a) the resolution was passed at a meeting or part of a meeting from which the public was excluded; or
- (b) the extraordinary meeting was publicly notified at least 5 working days before the day on which the meeting was held.

LGOIMA 1987, s. 51A

8.10 Meeting schedules

Where the local authority adopts a meeting schedule it may cover any period that Council considers appropriate and may be amended. Notification of the schedule, or an amendment, will constitute notification to members of every meeting on the schedule or the amendment. This does not replace the requirements under LGOIMA 1987 to also publicly notify each meeting.

LGA 2002, schedule 7, cl. 19(6)

8.11 Non-receipt of notice to members

A meeting of a local authority is not invalid if notice of that meeting was not received, or not received in due time, by a member of the local authority or board unless:

- (a) it is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care; and
- (b) the member concerned did not attend the meeting.

A member of a local authority may waive the need to be given notice of a meeting.

LGA 2002, schedule 7, cl. 20(1) and (2)

8.12 Meeting cancellations

The Chairperson of a scheduled meeting may cancel the meeting if, in consultation with the Chief Executive, they consider this is necessary for reasons that include lack of business, lack of quorum or clash with another event.

The Chief Executive must make a reasonable effort to notify members and the public as soon as practicable of the cancellation and the reasons behind it.

9. Meeting agenda

9.1 Preparation of the agenda

It is the Chief Executive's responsibility, [on behalf of the chairperson](#), to prepare an agenda for each meeting listing and attaching information on the items of business to be brought before the meeting so far as is known, including the names of the relevant members.

When preparing business items for an agenda the [chief executive must consult, unless impracticable, such as in the case of the inaugural meeting, the chairperson, or the person acting as chairperson for the coming meeting](#). ~~Chief Executive should consult the Chairperson.~~

9.2 Process for raising matters for a decision

Requests for reports may be made by a resolution of Council, a committee, subcommittee, subordinate decision-making body, local boards or community board and, in the case of all decision-making bodies other than Council, must also fall within the scope of their specific delegations. [A process for requesting reports is described in Appendix 11.](#)

9.3 Chief Executive may delay or refuse request

The Chief Executive may delay commissioning any reports that involve significant cost or are beyond the scope of the committee that made the request. In such cases the Chief Executive will discuss options for meeting the request with the respective Chairperson and report back to a subsequent meeting with an estimate of the cost involved and seek direction on whether the report should still be prepared.

If a member makes a direct request to the Chief Executive asking that a report is prepared the Chief Executive may refuse. In such cases an explanation should be provided to the member.

9.4 Order of business

At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the Chairperson, or the meeting, decides otherwise. An example of a default order of business is set out in Appendix 10. ~~Activity reports will be at the end of the agenda, immediately before Late Items.~~

The order of business for an extraordinary meeting must be limited to items that are relevant to the purpose for which the meeting has been called.

9.5 Chairperson's recommendation

A Chairperson, either prior to the start of the meeting and/or at the meeting itself, may include a recommendation regarding any item on the agenda brought before the meeting. Where a Chairperson's recommendation varies significantly from an officer's recommendation the reason for the variation must be explained. [A recommendation that differs significantly from the officer's recommendation must comply with the decision-making requirements of Part 6 of the LGA 2002.](#)

9.6 Chairperson may prepare a report

The Chairperson of a meeting has the right, ~~through to prepare~~ a report, to ~~be included in the agenda on direct the attention of a meeting to~~ any matter which ~~is on the agenda or which~~ falls within the responsibilities of that meeting, as described by the terms of reference.

For clarity, any recommendation must comply with the decision-making requirements of Part 6 of the LGA 2002.

9.7 Public availability of the agenda

All information provided to members at a local authority, or local or community board, meeting must be publicly available except where an item included in the agenda refers to a matter reasonably expected to be discussed with the public excluded.

LGOIMA 1987, s. 5 and 46A.

9.8 Public inspection of agenda

Any member of the public may, without payment of a fee, inspect, during normal office hours and within a period of at least 2 working days before a meeting, all agendas and associated reports circulated to members of the local authority and local and community boards relating to that meeting. The agenda:

- (a) must be available for inspection at the public offices of the local authority (including service centres), at public libraries under the authority's control and on Council's website, and:
- (b) must be accompanied by either:
 - i. the associated reports; or
 - ii. a notice specifying the places at which the associated reports may be inspected.

LGOIMA 1987, s. 46A(1)

9.9 Withdrawal of agenda items

If justified by circumstances an agenda item may be withdrawn by the Chief Executive. In the event of an item being withdrawn the Chief Executive should inform the Chairperson.

9.10 Distribution of the agenda

The Chief Executive must send the agenda to every member of a meeting at least two clear working days before the day of the meeting, except in the case of an extraordinary meeting or an emergency meeting (see Standing Order 8.4 and 8.10).

The Chief Executive may send the agenda, and other materials relating to the meeting or other council business, to members by electronic means.

9.11 Status of agenda

No matter on a meeting agenda, including recommendations, may be considered final until determined by formal resolution of that meeting.

9.12 Items of business not on the agenda which cannot be delayed

A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the Chairperson provides the following information during the public part of the meeting:

- (a) the reason the item is not on the agenda; and
- (b) the reason why the discussion of the item cannot be delayed until a subsequent meeting.

LGOIMA 1987, s. 46A(7)

Items not on the agenda may be brought before the meeting through a report from either the Chief Executive or the Chairperson.

Please note that nothing in this standing order removes the requirement to meet the provisions of Part 6, LGA 2002 with regard to consultation and decision-making.

9.13 Discussion of minor matters not on the agenda

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the Chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

LGOIMA 1987, s. 46A(7A)

9.14 Public excluded business on the agenda

Items that are likely to be discussed under public excluded must be indicated on each agenda and state the general subject of the item. The Chief Executive, however, may exclude public access to any reports, or parts of reports, which are reasonably expected to be discussed with the public excluded.

LGOIMA 1987, s. 46A(9)

9.15 Qualified privilege relating to agenda and minutes

Where any meeting is open to the public and a member of the public is supplied with a copy of the agenda, or the minutes of that meeting, the publication of any defamatory matter included in the agenda or in the minutes is privileged. This does not apply if the publication is proved to have been made with ill will or improper advantage has been taken of the publication.

ITEM 10.1 ATTACHMENT 2

LGOIMA 1987, s. 52

Part 3 - Meeting Procedures

10. Opening and closing

Local authorities, local boards and community boards may, at the start of a meeting, choose to recognise the civic importance of the occasion through some form of reflection. This could be an expression of community values, a reminder of the contribution of members who have gone before or a formal welcome, such as a mihi whakatau. Options for opening a meeting could include a karakia timitanga, mihi whakatau, or powhiri as well as a karakia whakamutunga to close a meeting where appropriate.

11. Quorum

11.1 Council meetings

The quorum for a meeting of Council is:

- (a) half of the members physically present, where the number of members (including vacancies) is even; or
- (b) a majority of the members physically present, where the number of members (including vacancies) is odd.

LGA 2002, schedule 7, cl. 23(3) (a)

11.2 Committees and subcommittee meetings

The quorum for Council committees and sub-committees is as for Council, i.e., half the number of members if the number of members (including vacancies) is even or a majority if the number of members is odd.

LGA 2002, schedule 7, cl. 23(3) (b)

11.3 Joint Committees

The quorum at a meeting of a joint committee must be consistent with Standing Order [119.1](#). Local authorities participating in the joint committee may decide, by agreement, whether or not the quorum includes one or more members appointed by each local authority or any party.

LGA 2002, schedule 7, cl. 30A(6) (c)

11.4 Requirement for a quorum

A meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote. In order to conduct any business at a meeting, a quorum of members must be present for the whole time that the business is being considered.

LGA 2002, schedule 7, cl. 23(1) and (2)

11.5 Meeting lapses where no quorum

A meeting must lapse, and the Chairperson vacate the chair, if a quorum is not present within 30 minutes of the advertised start of the meeting. Where members are known to be travelling to the meeting, but are delayed due to extraordinary circumstance, the Chairperson has discretion to wait for a longer period.

No business may be conducted while waiting for the quorum to be reached. Minutes will record when a meeting lapses due to a lack of a quorum, along with the names of the members who attended.

Should a quorum be lost during a meeting, the meeting will lapse if the quorum is not present within 15 minutes.

11.6 Business from lapsed meetings

Where meetings lapse the remaining business will be adjourned and be placed at the beginning of the agenda of the next ordinary meeting, unless the Chairperson sets an earlier meeting and this is notified by the Chief Executive.

12. Public access and recording

12.1 Meetings open to the public

Except as otherwise provided by Part 7 of LGOIMA 1987, every meeting of the local authority, its committees, subcommittees, local boards and community boards, must be open to the public.

LGOIMA 1987, s. 47 and 49(a)

12.2 Grounds for removing the public

The Chairperson may require any member of the public ~~whose conduct is disorderly, or who is creating a disturbance,~~ to be removed from the meeting if they believe that person's behaviour is likely to prejudice the orderly conduct of the meeting.

12.3 Local authority may record meetings

Meeting venues should contain clear signage indicating and informing members, officers and the public that proceedings may be recorded by the local authority and may be subject to direction by the Chairperson.

12.4 Public may record meetings

Members of the public may make electronic or digital recordings of meetings which are open to the public. Any recording of meetings must be notified to the Chairperson at the commencement of the meeting to ensure that the recording does not distract the meeting from fulfilling its business.

Where circumstances require, the Chairperson may stop the recording for a period of time.

13. Attendance

13.1 Members right to attend meetings

A member of a local authority, or of a committee of a local authority, has, unless lawfully excluded, the right to attend any meeting of the local authority or committee.

LGA 2002, schedule 7, cl. 19(2)

If the member of the local authority is not an appointed member of the meeting at which they are in attendance they may not vote on any matter at that meeting. However, they may, with the leave of the Chairperson, take part in the meeting's discussions.

A member attending a meeting of which they are not an appointed member is not a member of the public for the purpose of the LGOIMA 1987 (s. 48). Consequently, if the meeting resolves to exclude the public any members of the local authority who are present may remain unless they are lawfully excluded.

Please note: this section does not confer any rights to non-elected members appointed to committees of a local authority.

13.2 Attendance when a committee is performing judicial or quasi-judicial functions

When a committee is performing judicial or quasi-judicial functions members of the local authority who are not members of that committee are not entitled to take part in the proceedings.

13.3 Leave of absence

Council may grant a member leave of absence following an application from that member. Council may delegate the power to grant a leave of absence to the Mayor in order to protect a members' privacy.

The Mayor may approve a members' application, and Council may approve an application from the Mayor. The Mayor will advise all members of Council whenever a member has been granted leave of absence under delegated authority. Meeting minutes will record that a member has leave of absence as an apology for that meeting.

13.4 Apologies

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The [Chairperson-Mayor \(or acting chair\)](#) must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may

accept or decline any apologies. [Members may be recorded as absent on council business where their absence is a result of a commitment made on behalf of the council.](#)

For clarification, the acceptance of a member's apology constitutes a grant of 'leave of absence' for that meeting.

13.5 Recording apologies

The minutes will record any apologies tendered before or during the meeting, including whether they were accepted or declined and the time of arrival and departure of all members.

13.6 Absent without leave

Where a member is absent from Council, local board or community board for four consecutive meetings without leave of absence [or an apology being accepted](#) (not including extraordinary [or emergency](#) meetings) then the office held by the member will become vacant. A vacancy created in this way is treated as an extraordinary vacancy.

LGA 2002, schedule 7, cl. 5(d)

13.7 Right to attend by [audio or audiovisual](#) ~~electronic~~ link

Provided the conditions in these standing orders are met members of the local authority or its committees [\(and members of the public for the purpose of a deputation approved by the chairperson\)](#), have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

13.8 Member's status: quorum

Members who attend meetings by electronic link will not be counted as present for the purposes of a quorum, unless temporary legislation states otherwise.

[LGA 2002, sch 7, cl 25A\(4\).](#)

13.9 Member's status: voting

Where a meeting has a quorum, determined by the number physically present, the members attending by electronic link can vote on any matters raised at the meeting.

13.10 Chairperson's duties

Where the technology is available and a member is attending a meeting by electronic link, the Chairperson must ensure that:

- (a) the technology for the link is available and of suitable quality;
- (b) procedures for using the technology in the meeting will ensure that:
 - i. everyone participating in the meeting can hear each other;

- ii. the member's attendance by [electronic-audio or audiovisual](#) link does not reduce their accountability or accessibility of that person in relation to the meeting;
- iii. the requirements of Part 7 of LGOIMA 1987 are met; and
- iv. the requirements in these standing orders are met.

If the Chairperson is attending by [electronic-audio or audiovisual](#) link then chairing duties will be undertaken by the Deputy Chairperson or a member who is physically present.

LGA 2002, schedule 7, cl. 25A(3)

13.11 Conditions for attending by [electronic-audio or audiovisual](#) link

Noting Standing Order 13.7. The Chairperson may give approval for a member to attend meetings by electronic link, either generally or for a specific meeting. Examples of situations where approval can be given include:

- (a) where the member is at a place that makes their physical presence at the meeting impracticable or impossible;
- (b) where a member is unwell; and
- (c) where a member is unable to attend due to an emergency.

13.12 Request to attend by [electronic-audio or audiovisual](#) link

Where possible, a member will give the Chairperson and the Chief Executive at least 2 working days' notice when they want to attend a meeting by [electronic-audio or audiovisual](#) link. Should this not be possible, due to illness or emergency, the member may give less notice.

Where such a request is made and the technology is available, the Chief Executive must take reasonable steps to enable the member to attend by [electronic-audio or audiovisual](#) link. However, Council has no obligation to make the technology for [electronic-audio or audiovisual](#) link available.

If the member's request cannot be accommodated, or there is a technological issue with the link, this will not invalidate any acts or proceedings of the local authority or its committees.

13.13 Chairperson may terminate link

The Chairperson may direct that an electronic link should be terminated where:

- (a) use of the link is increasing, or may unreasonably increase, the length of the meeting;
- (b) the behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members;
- (c) it is distracting to the members who are physically present at the meeting; ~~or~~
- (d) the quality of the link is no longer suitable; or-
- (e) information classified as confidential may be compromised (see also SO 13.16).

13.14 Giving or showing a document

A person attending a meeting by [electronic-audio or audiovisual](#) link may give or show a document by:

- (a) transmitting it electronically;
- (b) using the [electronic-audio or audiovisual](#) link; or
- (c) any other manner that the Chairperson thinks fit.

LGA 2002, schedule 7, cl. 25(A) (6)

13.15 Link failure

Where an [electronic-audio or audiovisual](#) link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

13.16 Confidentiality

A member who is attending a meeting by [electronic-audio or audiovisual](#) link must ensure that the meeting's proceedings remain confidential during any times that the public are excluded. At such times, the Chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings. [If the chairperson is not satisfied by the explanation, they may terminate the link.](#)

14. Chairperson's role in meetings**14.1 Council meetings**

The Mayor must preside at meetings of Council unless they vacate the chair for a part or all of a meeting. If the Mayor is absent from a meeting or vacates the chair, the Deputy Mayor must act as Chairperson. If the Deputy Mayor is also absent the local authority members who are present must elect a member to be the Chairperson at that meeting. This person may exercise the meeting responsibilities, duties and powers of the Mayor for that meeting. [This provision also applies to committees and subcommittees.](#)

LGA 2002, schedule 7, cl. 26(1), (5) and (6)

14.2 [OtherCommittee](#) meetings

In the case of committees, subcommittees and subordinate decision-making bodies, the appointed Chairperson of a committee must preside at [all-committeeeach](#) meetings, unless they vacate the chair for a particular meeting or part of a meeting. If the Chairperson is absent from a meeting or vacates the chair, the Deputy Chairperson (if any) will act as Chairperson. If the Deputy Chairperson is also absent, or has not been appointed, the committee members who are present must elect a member to act as Chairperson. This person may exercise the meeting responsibilities, duties and powers of the Chairperson.

LGA 2002, schedule 7, cl. 26(2), (5) and (6)

14.3 Addressing the Chairperson

Members will address the Chairperson in a manner that the Chairperson has determined.

14.4 Chairperson's rulings

The Chairperson will decide all procedural questions, [including points of order](#), where insufficient provision is made by these standing orders [\(except in cases where a point of order questions the chairperson's ruling\)](#) ~~and with regard to all points of order~~. Any refusal to obey a Chairperson's ruling or direction constitutes contempt [\(see SO 20.5\)](#).

14.5 Chairperson standing

Whenever the Chairperson stands during a debate, members are required to sit down [\(if required to stand to address the meeting\)](#) and be silent so that they can hear the Chairperson without interruption.

14.6 Member's right to speak

Members are entitled to speak in accordance with these standing orders. Members should address the Chairperson when speaking. They may not leave their place while speaking, unless they have the leave of the Chairperson.

14.7 Chairperson may prioritise speakers

When two or more members want to speak the Chairperson will name the member who may speak first. Other members who wish to speak have precedence where they intend to:

- (a) raise a point of order, including a request to obtain a time extension for the previous speaker; or
- (b) move a motion to terminate or adjourn the debate; or
- (c) make a point of explanation; or
- (d) request the Chairperson to permit the member a special request.

15. Public Forums

Public forums are a defined period of time, usually at the start of a [n ordinary](#) meeting, which, at the discretion of a meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters [of their choice, not necessarily on the meeting's agenda](#), to the attention of the local authority.

In the case of a committee, subcommittee, local or community board, any issue, idea or matter raised in a public forum must ~~also~~ fall within the terms of reference of that ~~meeting~~[body](#).

15.1 Time limits

A period of up to 30 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled local authority meeting. Requests to speak during a public forum must be made to the [chief executive through the](#) meeting secretary at least one clear day before the meeting, ~~noting that the Chief Executive has final authority on the approval of these~~

~~requests~~; however, this requirement may be waived by the Chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

Speakers can speak for up to ~~105~~ minutes, or longer at the discretion of the chairperson. ~~No more than two speakers can speak on behalf of an organisation during a public forum.~~ Where the number of speakers presenting in the public forum exceeds 6 in total, the Chairperson has discretion to restrict the speaking time permitted for all presenters.

15.2 Restrictions

The Chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- a speaker is repeating views presented by an earlier speaker at the same public forum;
- the speaker is criticising elected members and/or staff;
- the speaker is being repetitious, disrespectful or offensive;
- the speaker has previously spoken on the same issue;
- the matter is subject to legal proceedings; or
- the matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

15.3 Questions at public forums

At the conclusion of the presentation, with the permission of the Chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

15.4 No resolutions

Following the public forum, no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. (See the LGNZ Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).

16. Deputations

The purpose of a deputation is to enable a person, group or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's terms of reference. Deputations should be approved by the Chairperson or an official with delegated authority, five working days before the meeting; however, this requirement may be waived by the chairperson. Deputations may be heard at the commencement of the meeting or at the time that the relevant agenda item is being considered.

16.1 Time limits

Speakers can speak for up to ~~105~~ minutes, or longer at the discretion of the chairperson. ~~5-~~ No more than two speakers can speak on behalf of an organisation's deputation.

16.2 Restrictions

The Chairperson has the discretion to decline to hear or terminate a deputation at any time where:

- a speaker is repeating views presented by an earlier speaker at the meeting;
- the speaker is criticising elected members and/or staff;
- the speaker is being repetitious, disrespectful or offensive;
- the speaker has previously spoken on the same issue;
- the matter is subject to legal proceedings;
- the matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

16.3 Questions of a deputation

At the conclusion of the deputation members may, with the permission of the Chairperson, ask questions of any speakers. Questions are to be confined to obtaining information or clarification on matters raised by the deputation.

16.4 Resolutions

Any debate on a matter raised in a deputation must occur at the time at which the matter is scheduled to be discussed on the meeting agenda, and once a motion has been moved and seconded.

17. Petitions

17.1 Form of petitions

Petitions may be presented to the local authority or any of its committees, local boards or community boards, as long as the subject matter falls within the terms of reference of the intended meeting. Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the Chief Executive at least 5 working days before the date of the meeting at which they will be presented; however, this requirement may be waived by the chairperson.

Petitions must not be disrespectful, use offensive language or include malicious, inaccurate, or misleading statements (see standing order 21.9 on qualified privilege). They may be written in English or te reo Māori. Petitioners planning to make a petition in te reo Māori or sign language should advise the relevant Chairperson at least two working~~chief executive in time to days before~~

~~the meeting to enable the petition be translated and reprinted, if necessary, allow translation services to be arranged.~~

17.2 Petition presented by petitioner

A petitioner who presents a petition to the local authority or any of its committees and subcommittees, local boards or community boards, may speak for 105 minutes (excluding questions) about the petition, unless the meeting resolves otherwise. The Chairperson must terminate the presentation of the petition if he or she believes the petitioner is being disrespectful, offensive or making malicious statements.

Where a petition is presented as part of a deputation or public forum the speaking time limits relating to deputations or public forums shall apply. The petition must be received by the Chief Executive at least 5 working days before the date of the meeting concerned.

17.3 Petition presented by member

Members may present petitions on behalf of petitioners. In doing so, members must confine themselves to presenting:

- (a) the petition;
- (b) the petitioners' statement; and
- (c) the number of signatures.

18. Exclusion of public

18.1 Motions and resolutions to exclude the public

Members of a meeting may resolve to exclude the public from a meeting. The grounds for exclusion are those specified in section 48 of the LGOIMA 1987 (see Appendix 1).

Every motion to exclude the public must be put while the meeting is open to the public, and copies of the motion must be available to any member of the public who is present. If the motion is passed the resolution to exclude the public must be in the form set out in schedule 2A of the LGOIMA 1987 (see Appendix 2). The resolution must state:

- (a) the general subject of each matter to be excluded;
- (b) the reason for passing the resolution in relation to that matter; and
- (c) the grounds on which the resolution is based.

The resolution will form part of the meeting's minutes.

LGOIMA 1987, s. 48

18.2 Specified people may remain

Where a meeting resolves to exclude the public, the resolution may provide for specified persons to remain if, in the opinion of the meeting, they will assist the meeting to achieve its purpose. Any such resolution must state, in relation to the matter to be discussed, how the knowledge held by the specified people is relevant and be of assistance.

No such resolution is needed for people who are entitled to be at the meeting, such as relevant staff and officials contracted to Council for advice on the matter under consideration.

LGOIMA 1987, s. 48(6)

18.3 Public excluded items

The Chief Executive must place in the public-excluded section of the agenda any items that he or she reasonably expects the meeting to consider with the public excluded. The public excluded section of the agenda must indicate the subject matter of the item and the reason the public are excluded.

LGOIMA 1987, s. 46A(8)

18.4 Non-disclosure of information

No member or officer may disclose to any person, other than another member, officer or person authorised by the Chief Executive, any information that has been, or will be, presented to any meeting from which the public is excluded, or proposed to be excluded.

This restriction does not apply where a meeting has resolved to make the information publicly available or where the Chief Executive has advised, in writing, that one or both of the following apply:

- (a) there are no grounds under the LGOIMA 1987 for withholding the information; or
- (b) the information is no longer confidential.

18.5 Release of information from public excluded session

A local authority may provide for the release to the public of information which has been considered during the public excluded part of a meeting.

Each public excluded meeting must consider and agree by resolution, what, if any, information will be released to the public. In addition, the Chief Executive may release information which has been considered at a meeting from which the public has been excluded where it is determined the grounds to withhold the information no longer exist. ~~The Chief Executive will inform the subsequent meeting of the nature of the information released.~~

19. Additional provisions for District Iwi and the Māori community at Rātana

19.1 District Iwi and the Māori community at Rātana representation at meetings

Where representatives of the District Iwi and the Māori community at Rātana identify any item on the agenda for a meeting of a local authority committee or subcommittee which the District Iwi and the Māori community at Rātana wishes to discuss, they may attend the meeting for that purpose. These provisions do not apply to any meeting of a local authority, committee or subcommittee which is sitting in a quasi-judicial capacity in respect of any matter to be heard.

19.2 Speaking rights in addition to public forum

The right to speak at meetings of the local authority conferred by these provisions, are in addition to and separate from those rights of a public forum available in terms of section 14.

19.3 District Iwi and the Māori community at Rātana representation at committees and subcommittees

Where representatives of the District Iwi and the Māori community at Rātana have, in accordance with clause [19.4.1](#), identified items they wish to discuss at a meeting they may be represented by such number of representatives as is equal to the number of permanent members of that committee or subcommittee who are present at that meeting.

19.4 District Iwi and the Māori community at Rātana speaking time

Representatives of the District Iwi and the Māori community at Rātana shall have the right to address any meeting of the local authority, committee or subcommittee for a period of 15 minutes in total on any item or issue which has been identified or initiated by the District Iwi and the Māori community at Rātana and listed for consideration at a meeting.

19.5 Question of speakers during District Iwi and the Māori community at Rātana participation

With the permission of the chairperson, members may ask questions of representatives of the District Iwi and the Māori community at Rātana. If permitted by the chairperson, questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

20. Voting

20.1 Decisions by majority vote

Unless otherwise provided for in the LGA 2002, other legislation or standing orders, the acts of and questions before a local authority (~~or including a local~~ ~~or and~~ community boards) must be decided at a meeting through a vote exercised by the majority of the members ~~of that meeting that are present~~ ~~and~~ voting.

LGA 2002, schedule 7, cl. 24(1)

20.2 Open voting

An act or question coming before the local authority must be done or decided by open voting.

LGA 2002, schedule 7, cl. 24(3)

20.3 Chairperson has a casting vote

The Mayor, Chairperson or any other person presiding at a meeting has a deliberative vote and, in the case of an equality of votes, has a casting vote.

LGA 2002, schedule 7, cl. 24(2)

20.4 Method of voting

The method of voting must be as follows:

- (a) the Chairperson in putting the motion must call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the Chairperson, must be conclusive unless such announcement is questioned immediately by any member, in which event the Chairperson will call a division;
- (b) the Chairperson or any member may call for a division instead of or after voting on the voices and/or taking a show of hands; and
- (c) where a suitable electronic voting system is available that system may be used instead of a show of hands, vote by voices or division, and the result displayed notified to the Chairperson who must declare the result.

20.5 Calling for a division

When a division is called, the Chief Executive must record the names of the members voting for and against the motion and abstentions and provide the names to the Chairperson to declare the result. The result of the division must be entered into the minutes and include members' names and the way in which they voted.

The Chairperson may call a second division where there is confusion or error in the original division.

20.6 Request to have votes recorded

If requested by a member immediately after a vote the minutes must record the member's vote or abstention. [Recording any other matters, such as a members' reason for their vote or abstention, is not permitted.](#)

20.7 Members may abstain

Any member may abstain from voting.

21. Conduct

21.1 Calling to order

When the Chairperson calls members to order, they must be seated and stop speaking. If the members fail to do so, the Chairperson may direct that they should leave the meeting immediately for a specified time.

21.2 Behaviour consistent with Code of Conduct

No member, at any meeting, may act inconsistently with their Code of Conduct or speak or act in a manner which is disrespectful of other members, staff or the public.

21.3 Retractions and apologies

In the event of a member or speaker who has been disrespectful of another member or contravened Council's Code of Conduct, the Chairperson may call upon that member or speaker to withdraw the offending comments, and may require them to apologise. If the member refuses to do so the Chairperson may direct that they should leave the meeting immediately for a specified time and/or make a complaint under the Code of Conduct guidelines.

21.4 Disorderly conduct

Where the conduct of a member is disorderly or is creating a disturbance, the Chairperson may require that member to leave the meeting immediately for a specified time.

If the disorder continues the Chairperson may adjourn the meeting for a specified time. At the end of this time the meeting must resume and decide, without debate, whether the meeting should proceed or be adjourned.

The Chairperson may also adjourn the meeting if other people cause disorder or in the event of an emergency.

21.5 Contempt

Where a member is subject to repeated cautions by the Chairperson for disorderly conduct the meeting may, should it so decide, resolve that the member is in contempt. Any such resolution must be recorded in the meeting's minutes.

[A member who has been found to be in contempt and continues to be cautioned by the Chairperson for disorderly conduct, may be subject to Standing Order 21.6.](#)

21.6 Removal from meeting

A member of the ~~NZ~~ Police or authorised security personnel may, at the Chairperson's request, remove or exclude a member from a meeting.

This standing order will apply where the Chairperson has ruled that the member should leave the meeting and the member has refused or failed to do so; or has left the meeting and attempted to re-enter it without the Chairperson's permission.

21.7 Financial conflicts of interests

Every member present at a meeting must declare any direct or indirect financial interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public.

No member may vote on, or take part in, a discussion about any matter in which they have a direct or indirect financial interest unless an exception set out in the LAMIA 1968 (s. 6) applies to them, or the Auditor-General has granted them an exemption or declaration under this Act.

Members with a financial interest should physically withdraw themselves from the table unless the meeting is in public excluded, in which case they should leave the room.

Neither the Chairperson nor the meeting may rule on whether a member has a financial interest in the matter being discussed. [However, the Chairperson may give members advice on a conflict of interest.](#) The minutes must record any declarations of financial interests and the member's abstention from any discussion and voting on the matter.

LAMIA 1968, s. 6 and 7

21.8 Non-financial conflicts of interests

Non-financial interests ~~always~~ involve questions ~~of judgement and degree~~ about whether the ~~responsibility judgement~~ of a member of a local authority (or local or community board) could be affected by ~~some other~~ separate interest, or duty, ~~of which~~ that member ~~may have~~ in relation to a particular matter. If a member considers that they have a non-financial conflict of interest in a matter they must not take part in the discussions about that matter, or any subsequent vote.

The member must leave the table when the matter is considered, but does not need to leave the room. The minutes must record the declaration and member's subsequent abstention from discussion and voting.

Neither the Chairperson nor the meeting may rule on whether a member has a non-financial interest in the matter being discussed. [However, the Chairperson may give members advice on a conflict of interest.](#)

21.9 Qualified privilege for meeting proceedings

Any oral statement made at any meeting of the local authority in accordance with the rules adopted by the local authority for guiding its proceedings is privileged, unless the statement is proved to have been made with ill will or took improper advantage of the occasion of publication.

LGOIMA 1987, s. 53

21.10 Qualified privilege additional to any other provisions

The privilege referred to above is in addition to any other privilege, whether absolute or qualified, that applies as a result of any other enactment or rule of law applying to any meeting of the local authority.

LGOIMA 1987, s. 53

21.11 Electronic devices at meetings

Electronic devices and phones can only be used to advance the business of a meeting. [Personal use may only occur at the discretion of the chair. A chairperson may require that an electronic device is switched off if:](#)

- ~~i. Personal use may only occur at the discretion of the Chairperson. A Chairperson may require that an electronic device is switched off if~~ its use is likely to distract a meeting from achieving its business, or,
- ~~ii.~~ a member is found to be receiving information or advice from sources not present at the meeting ~~that~~[which](#) may affect the integrity of the proceedings.

~~21.12 Members to Remain Seated~~

~~Members are to remain seated unless making a point of order.~~

22. General rules of debate

22.1 Chairperson may exercise discretion

The application of any procedural matters in this section of the standing orders, such as the number of times a member may speak [or when a chair can accept a procedural motion to close or adjourn a debate](#), is subject to the discretion of the Chairperson.

22.2 Time limits on speakers

The following time limits apply to members speaking at meetings:

- (a) movers of motions when speaking to the motion – not more than ~~5~~¹⁰ minutes;
- (b) movers of motions when exercising their right of reply – not more than 5 minutes;
- (c) other members – not more than 5 minutes.

Time limits can be extended if a motion to that effect is moved, seconded and supported by a majority of members present.

22.3 Questions to staff

During a debate members can ask staff questions about the matters being discussed. Questions must be asked through the Chairperson and how the question should be dealt with is at the Chairperson's discretion.

In the email advising elected members that the Committee Order Papers have been uploaded, they will be asked to email questions before the meeting to the relevant Group Manager ~~(and copied to the Governance Advisor)~~. The answers will be copied to all members, ~~and the Chief Executive and the Governance Advisor~~. ~~The full email exchange will be tabled at the meeting. Outstanding questions will be noted in this document.~~

Questions may ~~still~~ be asked at the meeting. ~~A table of actions will be kept and included as an Agenda item at each meeting. The minutes will record those which require further clarification or actions by staff and note whether this is to be by email before the next meeting (in which case it will be included as a document in the Order Paper) or through a report or agenda note at the next meeting.~~

22.4 Questions of clarification

At any point ~~of~~ⁱⁿ a debate a member may ask the Chairperson for clarification about the nature and content of the motion which is the subject of the debate and the particular stage the debate has reached.

22.5 Members may speak only once

A member may not speak more than once to a motion at a meeting of a local authority or any local or community board except with permission of the Chairperson. Members can speak more than once to a motion at a committee or subcommittee meeting with the Chairperson's permission.

22.6 Limits on number of speakers

If three speakers have spoken consecutively in support of, or in opposition to, a motion, the Chairperson may call for a speaker to the contrary. If there is no speaker to the contrary, the Chairperson must put the motion after the mover's right of reply.

Members speaking must, if requested by the Chairperson, announce whether they are speaking in support of or opposition to a motion.

22.7 Seconders may reserve speech

A member may second a motion or amendment without speaking to it, reserving the right to speak [until](#) later in the debate.

22.8 Speaking only to relevant matters

Members may [only](#) speak to:

- i. [any](#) matter before the meeting;
- ii. [a](#) motion or amendment which they propose; and
- iii. [to](#) raise a point of order arising out of debate, but not otherwise.

Members must confine their remarks strictly to the motion or amendment they are speaking to.

The Chairperson's rulings on any matters arising under this standing order are final and not open to challenge.

22.9 Restating motions

At any time during a debate a member may ask, for their information, that the Chairperson restate a motion and any amendments; but not in a manner that interrupts a speaker.

22.10 Criticism of resolutions

A member speaking in a debate may not unduly criticise the validity of any resolution except by a notice of motion to amend or revoke the resolution.

22.11 Objecting to words¹

When a member objects to any words used by another member in a speech and wants the minutes to record their objection, they must object at the time when the words are used and before any other member has spoken. The Chairperson must order the minutes to record the objection.

[Note: This provision does not preclude a member from making a complaint at any time during, or after, a meeting about the use of inappropriate or offensive language.](#)

¹ See [289.2](#) and Appendix 12

22.12 Right of reply

The mover of an original motion has a right of reply. A mover of an amendment to the original motion does not. In their reply, the mover must confine themselves to answering previous speakers and not introduce any new matters.

A mover's right of reply can only be used once. It can be exercised either at the end of the debate on the original, substantive or substituted motion or at the end of the debate on a proposed amendment.

However, the original mover may ~~reserve their right of reply and~~ speak once to the principal motion and once to each amendment without losing that right of reply. If a closure motion is carried, the mover of the motion ~~has the~~ may use their right of reply before the motion or amendment is put to the vote. The mover of the original motion may choose to indicate that they wish to reserve their right or reply until the closure motion.

22.13 No other member may speak

In exercising a right of reply, no other member may speak:

- (a) after the mover has started their reply;
- (b) after the mover has indicated that they want to forego this right;
- (c) where the mover has spoken to an amendment to the original motion and the Chairperson has indicated that he or she intends to put the motion.

22.14 Adjournment motions

The carrying of any motion to adjourn a meeting must supersede other business still remaining to be disposed of. Any such business must be considered at the next meeting. Business referred to, or referred back to, a specified committee or local or community board, is to be considered at the next ordinary meeting of that committee or board, unless otherwise specified.

22.15 Chairperson's acceptance of closure motions

The Chairperson may only accept a closure motion where there have been at least two speakers for and two speakers against the motion that is proposed to be closed, or the Chairperson considers it reasonable to do so.

However, the Chairperson must put a closure motion if there are no further speakers in the debate. When the meeting is debating an amendment, the closure motion relates to the amendment. If a closure motion is carried, the mover of the motion under debate has the right of reply after which the Chairperson puts the motion or amendment to the vote.

23. General procedures for speaking and moving motions

23.1 Options for speaking and moving

This subsection provides three options for speaking and moving motions and amendments at a meeting of a local authority, its committees and subcommittees, and any local or community boards.

Option A applies unless, on the recommendation of the Chairperson at the beginning of a meeting, the meeting resolves [by simple majority] to adopt either Option B or Option C for the meeting generally, or for any specified items on the agenda.

23.2 Option A

- The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).
- Only members who have not spoken to the original or substituted motion may move or second an amendment to it.
- The mover or seconder of an amendment, whether it is carried [in which case it becomes the substantive motion](#) or lost, cannot move or second a subsequent amendment.
- Members can speak to any amendment and, provided they have not spoken to the motion or moved or seconded an amendment, they can move or second further amendments.
- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

23.3 Option B

- The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).
- Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.
- The mover or seconder of an amendment that is carried can move or second a subsequent amendment. A mover or seconder of an amendment which is lost cannot move or second a subsequent amendment.
- Members can speak to any amendment ~~and, provided they have not spoken to the motion or moved or seconded an amendment, they can move or second further amendments.~~
- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

23.4 Option C

- The mover and seconder of a motion can move or second an amendment
- Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.
- The mover or seconder of an amendment whether it is carried or lost can move or second further amendments.
- Members can speak to any amendment.
- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

23.5 Procedure if no resolution reached

~~If no resolution is reached the Chairperson may accept a new motion to progress the matter under discussion.~~

23.6 23.5 Addressing the Chair in English or Māori

For the Te Roopu Ahi Kaa Komiti a member may address the chairperson in English or Māori, but a speaker making extensive use of Māori is to provide a translation at the ~~end of the meeting~~ in speech.

24. Motions and amendments

24.1 Proposing and seconding motions

All motions and amendments moved during a debate must be seconded (including notices of motion). The Chairperson may then state the motion and propose it for discussion. A motion should be moved and seconded before debate but after questions.

Amendments and motions that are not seconded are not ~~in order~~ valid and ~~should~~ are not be entered in the minutes.

Note: Members who move or second a motion are not required to be present for the entirety of the debate.

24.2 Motions in writing

The Chairperson may require movers of motions and amendments to provide them in writing, signed by the mover.

24.3 Motions expressed in parts

The Chairperson, or any member, can require a motion that has been expressed in parts to be decided part by part.

24.4 Substituted motion

Where a motion is subject to an amendment the meeting may substitute the motion with the amendment, provided the mover and seconder of the original motion agree to its withdrawal. All members may speak to the substituted motion.

24.5 Amendments to be relevant and not direct negatives

Every proposed amendment must be relevant to the motion under discussion. Proposed amendments cannot be similar to an amendment that has already been lost. ~~Any amendment which, if carried, would have the effect of defeating a previous motion that was carried is a direct negative and is therefore not allowed.~~

An amendment cannot be a direct negative to the motion or the amended motion. Reasons for not accepting an amendment can include:

- a) not directly relevant
- b) in conflict with a carried amendment
- c) similar to a lost amendment
- d) Would negate a committee decision if made under delegated authority
- e) In conflict with a motion referred to the governing body by that meeting
- a)f) Direct negative.

Please note that amendments that are significantly different must comply with the decision-making provisions of Part 6 of the LGA 2002.

~~24.6 Chairperson may recommend amendment~~

~~A Chairperson, when moving the adoption of a recommendation from a committee or sub-committee to Council can include in the motion an amendment to the committee or sub-committee's recommendation.~~

~~Please note that amendments that are significantly different must comply with the decision-making provisions of Part 6 of the LGA 2002.~~

~~24.7~~24.6 Foreshadowed amendments

The meeting must dispose of an existing amendment before a new amendment can be foreshadowed. However, members may ~~notify-foreshadow to~~ the Chairperson that they intend to move further amendments and the nature of their content of those amendments.

~~24.8~~24.7 **Lost amendments**

Where an amendment is lost, the meeting will resume the debate on the original or substituted motion. Any member who has not spoken to that motion may speak to it, and may move or second a further amendment.

~~24.9~~24.8 **Carried amendments**

Where an amendment is carried the meeting will resume the debate on the original motion as amended. This will now be referred to as the substantive motion. Members who have not spoken to the original motion may speak to the substantive motion, and may move or second a further amendment to it.

~~24.10~~24.9 **Where a motion is lost**

In a situation where a [substantive](#) motion that recommends a course of action is lost a new motion, with the consent of the Chairperson, may be proposed to provide direction.

~~24.11~~24.10 **Withdrawal of motions and amendments**

Once a motion or amendment ~~which~~ has been seconded ~~has been put to the meeting by the Chairperson~~ the mover cannot withdraw it without the consent of the majority of the members who are present and voting.

The mover of an original motion, which has been subject to an amendment that has been moved and seconded, cannot withdraw the original motion until the amendment has either been lost or withdrawn by agreement, as above.

~~24.12~~24.11 **No speakers after reply or motion ~~have~~ [has](#) been put**

A member may not speak to any motion ~~after~~[once](#):

- (a) the mover has started their right of reply in relation to the motion; and
- (b) the Chairperson has started putting the motion.

25. Revocation or alteration of resolutions

25.1 Member may move revocation of a decision

A member may give the Chief Executive a notice of motion for the revocation or alteration of all or part of a previous resolution of Council, subordinate body, local or community board. The notice must set out:

- (a) The resolution or part of the resolution which the member proposes to revoke or alter;
- (b) The meeting date when the resolution was passed;
- (c) The motion, if any, which the member proposes to replace it with; and

- (d) Sufficient information to satisfy the decision-making provisions of sections 77-82 of [Part 6](#) the LGA 2002.

If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the Chief Executive for consideration and report.

25.2 Revocation must be made by the body responsible for the decision

If a resolution is made under delegated authority by a committee, subcommittee or subordinate decision-making body, or a local or community board, only that body may revoke or amend the resolution, assuming the resolution is legally made.

This provision does not prevent the body that made the delegation from removing or amending a delegation given to a subordinate body or local board or community board.

LGA 2002, schedule 7, cl. 30(6)

25.3 Requirement to give notice

A member must give notice to the Chief Executive at least 5 working days before the meeting at which it is proposed to consider the motion. The notice is to be signed by not less than one third of the members of the local authority, including vacancies. Notice can be sent via email and include the scanned electronic signatures of members. If the notice of motion is lost, no similar notice of motion which is substantially the same in purpose and effect may be accepted within the next twelve months.

25.4 Restrictions on actions under the affected resolution

Once a notice of motion to revoke or alter a previous resolution has been received no irreversible action may be taken under the resolution in question until the proposed notice of motion has been dealt with. Exceptions apply where, in the opinion of the Chairperson:

- (a) the practical effect of delaying actions under the resolution would be the same as if the resolution had been revoked; or
- (b) by reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the local authority or the committee that made the previous resolution.

In either of these situations, action may be taken under the resolution as though no notice of motion had been given to the Chief Executive.

25.5 Revocation or alteration by resolution at same meeting

A meeting may revoke or alter a previous resolution made at the same meeting where, during the course of the meeting, it receives fresh facts or information concerning the resolution. In this situation 75 per cent of the members present and voting must agree to the revocation or alteration.

25.6 Revocation or alteration by recommendation in report

The local authority, on a recommendation in a report by the Chairperson, Chief Executive, or any committee or subcommittee, local or community board, may revoke or alter all or part of a resolution passed by a previous meeting. The Chief Executive must give at least two clear working days' notice of any meeting that will consider a revocation or alteration recommendation.

LGA 2002, schedule 7, cl. 30(6)

26. Procedural motions

26.1 Procedural motions must be taken immediately

A procedural motion to close or adjourn a debate will take precedence over other business, except points of order and rights of reply. If the procedural motion is seconded the Chairperson must put it to the vote immediately, without discussion or debate.

A procedural motion to close or adjourn debate can be taken after two speakers have spoken for the motion and two against or, in the chairperson's opinion, it is reasonable to accept the closure motion.

26.2 Procedural motions to close or adjourn a debate

Any member who has not spoken on the matter under debate may move any one of the following procedural motions to close or adjourn a debate:

- (a) that the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place);
- (b) that the motion under debate should now be put (a closure motion);
- (c) that the item being discussed should be adjourned to a specified time and place and not be further discussed at the meeting;
- (d) that the item of business being discussed should lie on the table and not be further discussed at this meeting; [\(items lying on the table at the end of the triennium will be deemed to have expired\); and ~~or~~](#)
- (e) that the item being discussed should be referred (or referred back) to the relevant committee or local or community board.

A member seeking to move a procedural motion must not interrupt another member who is already speaking.

26.3 Voting on procedural motions

Procedural motions to close or adjourn a debate must be decided by a majority of all members who are present and voting. If the motion is lost no member may move a further procedural motion to close or adjourn the debate within the next 15 minutes.

26.4 Debate on adjourned items

When debate resumes on items of business that have been previously adjourned all members are entitled to speak on the items.

26.5 Remaining business at adjourned meetings

Where a resolution is made to adjourn a meeting, the remaining business will be considered at the next meeting.

26.6 Business referred to [the council](#), a committee or local or community board

Where an item of business is referred (or referred back) to a committee or a local or community board, the committee or board will consider the item at its next meeting unless the meeting resolves otherwise.

26.7 Other types of procedural motions

The Chairperson has discretion about whether to allow any other procedural motion that is not contained in these standing orders.

27. Points of order

27.1 Members may raise points of order

Any member may raise a point of order when they believe these standing orders have been breached. When a point of order is raised, the member who was previously speaking must stop speaking and sit down (if standing).

27.2 Subjects for points of order

A member who is raising a point of order must state precisely what its subject is. Points of order may be raised for the following subjects:

- (a) disorder – bringing disorder to the attention of the Chairperson;
- (b) language – use of disrespectful, offensive or malicious language;
- (c) irrelevance – the topic being discussed is not the matter currently before the meeting;
- (d) misrepresentation – misrepresentation of any statement made by a member or by an officer or council employee;
- (e) breach of standing order – the breach of any standing order while also specifying which standing order is subject to the breach; or
- (f) request the recording of words, such as a request that the minutes record words that have been the subject of an objection.

27.3 Contradictions

Expressing a difference of opinion or contradicting a statement by a previous speaker does not constitute a point of order.

27.4 Point of order during division

A member may not raise a point of order during a division, except with the permission of the Chairperson.

27.5 Chairperson's decision on points of order

The Chairperson may decide a point of order immediately after it has been raised, or may choose to hear further argument about the point before deciding. The Chairperson's ruling on any point of order, and any explanation of that ruling, is not open to any discussion and is final.

[Should a point of order concern the performance of the chair, then the chair will refer the point of order to the deputy chair or, if there is no deputy, another member to hear arguments and make a ruling.](#)

28. Notices of motion

28.1 Notice of intended motion to be in writing

Notice of intended motions must be in writing signed by the mover, stating the meeting at which it is proposed that the intended motion be considered, and must be delivered to the Chief Executive [and relevant Chair,](#) at least 5 clear working days before such meeting. Notice of an intended motion can be sent via email and include the scanned electronic signature of the mover.

Once the motion is received the Chief Executive must give members notice in writing of the intended motion at least 2 clear working days' notice of the date of the meeting at which it will be considered.

28.2 Refusal of notice of motion

The Chairperson may direct the Chief Executive to refuse to accept any notice of motion which:

- (a) is disrespectful or which contains offensive language or statements made with malice;
- (b) is not related to the role or functions of the local authority or meeting concerned;
- (c) contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the Chief Executive may make;
- (d) is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned;
- (e) fails to include sufficient information as to satisfy the decision-making provisions of the LGA 2002 (s. 77 – 82); [If the mover of the notice of motion is unable to provide this](#)

information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the chief executive for consideration and report; or

- (f) concerns a matter where decision-making authority has been delegated to a subordinate body or a local or community board.

Reasons for refusing a notice of motion should be provided to the mover. Where the refusal is due to (f) the notice of motion may be referred to the appropriate committee or board.

28.3 Mover of notice of motion

Notices of motion may not proceed in the absence of the mover unless moved by another member authorised to do so, in writing, by the mover.

28.4 Alteration of notice of motion

Only the mover, at the time the notice of motion is moved and with the agreement of a majority of those present at the meeting, may alter a proposed notice of motion. Once moved and seconded no amendments may be made to a notice of motion.

28.5 When notices of motion lapse

Notices of motion that are not moved and seconded ~~put~~ when called for by the Chairperson must lapse.

28.6 Referral of notices of motion

Any notice of motion received that refers to a matter ordinarily dealt with by a committee of the local authority or a local or community board must be referred to that committee or board by the Chief Executive.

Where notices are referred the proposer of the intended motion, if not a member of that committee, must have the right to move that motion and have the right of reply, as if a committee member.

28.7 Repeat notices of motion

When a motion has been considered and rejected by the local authority or a committee, no similar notice of motion which, in the opinion of the Chairperson, may be accepted within the next 12 months, unless signed by not less than one third of all members, including vacancies.

Where a notice of motion has been adopted by the local authority no other notice of motion which, in the opinion of the Chairperson has the same effect, may be put while the original motion stands.

29. Minutes

29.1 Minutes to be evidence of proceedings

~~The local authority Council~~, its committees, subcommittees and any local and community boards must keep minutes of their proceedings. These minutes must be kept in ~~hard or~~ electronic ~~copy~~ form.

~~The minutes of Council, its committees, subcommittees and any local and community boards, must be confirmed at a subsequent meeting by resolution, either with or without amendment.~~

~~In cases where a committee, subcommittee and any local and community board (not including Council) meet on an irregular or infrequent basis, the Chairperson may agree to confirm the minutes of its meeting via signature instead, either with or without amendment. Minutes confirmed via a Chairperson's signature are not required to be submitted to a subsequent meeting for further confirmation. authorised by a Chairperson's manual or electronic signature once confirmed by resolution at a subsequent meeting.~~

Once ~~authorised~~ confirmed, the minutes ~~are the and signed by the Chairperson,~~ will be prima facie evidence of the proceedings they relate to.

LGA 2002, schedule 7, cl. 28

29.2 Matters recorded in minutes²

The Chief Executive must keep the minutes of meetings. The minutes must record:

- (a) the date, time and venue of the meeting;
- (b) the names of the members present;
- (c) the Chairperson;
- ~~(d)~~ any apologies or leaves of absences;
- ~~(e)~~ members absent without apology or leave of absence;
- ~~(f)~~ members absent on council business;
- ~~(d)~~ —
- ~~(e)~~ ~~(g)~~ the arrival and departure times of members;
- ~~(f)~~ ~~(h)~~ any failure of a quorum;
- ~~(g)~~ ~~(i)~~ a list of any external speakers and the topics they addressed;
- ~~(i)~~ a list of the items considered;
- ~~(k)~~ items tabled at the meeting;
- ~~(h)~~ —
- ~~(i)~~ ~~(l)~~ the resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these standing orders;

² See appendix 12

- ~~(j)~~(m) the names of all movers, and seconders;
- ~~(k)~~(n) any objections made to words used;
- ~~(h)~~(o) all divisions taken and, if taken, a record of each members' vote;
- ~~(m)~~(p) the names of any members requesting that [their](#) votes or abstentions be recorded;
- ~~(n)~~(q) any declarations of financial or non-financial conflicts of interest;
- ~~(o)~~(r) the contempt, censure and removal of any members;
- ~~(p)~~(s) any resolutions to exclude members of the public;
- ~~(q)~~(t) the time at which the meeting concludes or adjourns;
- ~~(r)~~(u) the names of people permitted to stay in public excluded.

Please Note: hearings under the [Resource Management Act 1991](#), Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 may have special requirements for minute taking.

29.3 No discussion on minutes

The only topic that may be discussed at a subsequent meeting, with respect to the minutes, is their correctness.

29.4 Minutes of last meeting before election

The Chief Executive and the relevant Chairperson must sign, or agree to have their digital signature inserted on, the minutes of the last meeting of the local authority and [any](#)its local and community boards before the next election of members.

30. Keeping a record

30.1 Maintaining accurate records

A local authority must create and maintain full and accurate records of its affairs, in accordance with normal, prudent business practice, including the records of any matter that is contracted out to an independent contractor.

All public records that are in its control must be maintained in an accessible form, so as to be able to be used for subsequent reference.

Public Records Act 2005, s. 17

30.2 Method for maintaining records

Records of minutes may be kept in hard copy (Minute Books) and/or in electronic form. If minutes are stored electronically the repository in which they are kept must meet the following requirements:

- (a) The provision of a reliable means of assuring the integrity of the information is maintained; and

- (b) The information is readily accessible so as to be usable for subsequent reference.

Contract and Commercial Law Act 2017, s. 229(1)

30.3 Inspection

~~Whether held in hard copy or in electronic form, m~~Minutes must be available for inspection by the public.

LGOIMA 1987, s. 51

30.4 Inspection of public excluded matters

The Chief Executive must consider any request for the minutes of a meeting or part of a meeting from which the public was excluded as a request for official information in terms of the Local Government Official Information and Meetings Act 1987.

Referenced legislation

- Commissions of Inquiry Act 1908
- ~~—~~ [Sale of Alcohol Act 2012](#)
- ~~—~~ Crimes Act 1961
- ~~—~~ [Contract and Law Act 2017](#)
- ~~—~~
- Financial Markets Conduct Act 2013
- Local Authorities (Members' Interests) Act 1968 (LAMIA)
- Local Electoral Act 2001 (LEA)
- Local Government Act 1974 and 2002 (LGA)
- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- ~~—~~ Marine Farming Act 1971
- ~~—~~ [Public Records Act 2005](#)
- ~~—~~
- ~~—~~ Resource Management Act 1991 (RMA)
- ~~—~~ [Sale and Supply of Alcohol Act 2012](#)
- ~~—~~
- Secret Commissions Act 1910

- Securities Act 1978



Appendix 1: Grounds to exclude the public

A local authority may, by resolution, exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds:

- A1** That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:
 - (a) to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (b) to endanger the safety of any person.
- A2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
 - (a) Protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) Protect information where the making available of the information would:
 - i. disclose a trade secret; or
 - ii. be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or
 - (c) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori i, or to avoid the disclosure of the location of waahi tapu; or
 - (d) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
 - i. be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - ii. be likely otherwise to damage the public interest; or
 - (e) Avoid prejudice to measures protecting the health or safety of members of the public; or
 - (f) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (g) Maintain the effective conduct of public affairs through –the protection of such members, officers, employees, and persons from improper pressure or harassment; or
 - (h) Maintain legal professional privilege; or
 - (i) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
 - (j) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or

- (k) Prevent the disclosure or use of official information for improper gain or improper advantage.

Provided that where A2 of this Appendix applies the public may be excluded unless, in the circumstances of the particular case, the exclusion of the public is outweighed by other considerations which render it desirable, in the public interest, that the public not be excluded.

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
 - (a) Be contrary to the provisions of a specified enactment; or
 - (b) Constitute contempt of Court or of the House of Representatives.
- A4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).
- A5** That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:
 - (a) Any proceedings before a Council where:
 - i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings; or
 - ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - (b) Any proceedings of a Council in relation to any application or objection under the Marine Farming Act 1971.

Appendix 2: Sample resolution to exclude the public

~~In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is **moved**:~~

1. That the public is excluded from:
 - The whole of the proceedings of this meeting; *(deleted if not applicable)*
 - The following parts of the proceedings of this meeting, namely; *(delete if not applicable)*
 - *Name of report(s)*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

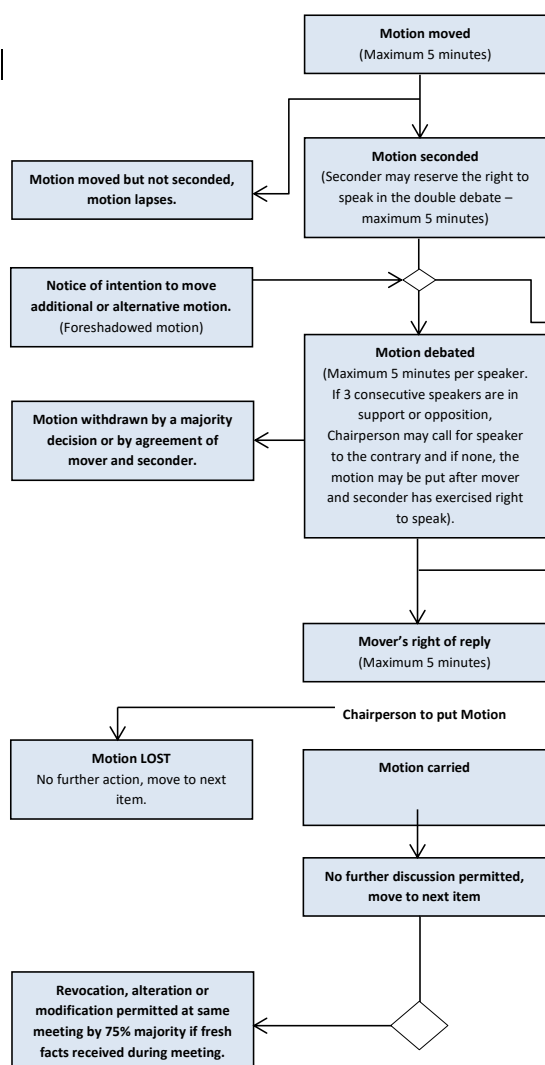
General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
<i>Put in name of report</i>	Good reason to withhold exists under Section 7. <u><i>Specify the relevant section 7 matter(s)</i></u>	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a) <u><i>Specify the relevant section 48 matter(s).</i></u>

This resolution is made in reliance on sections 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of the ~~at~~ Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public ~~are as follows:~~as specified above.

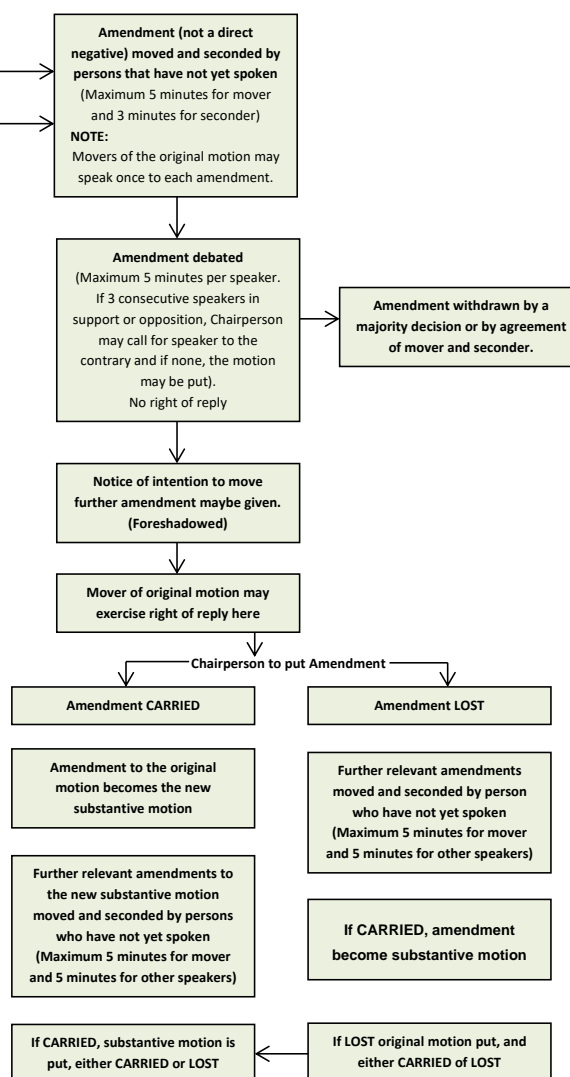
THAT XXXX be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of XXXX. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because XXXX.

Appendix 3: Motions and amendments (option A)

Motions without amendments



Motions with amendments



Appendix 4: Table of procedural motions

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(a) "That the meeting be adjourned to the next ordinary meeting, or to a stated time and place"	No	Yes	No	As to time and date only	No	No	No	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	On resumption of debate, the mover of the adjournment speaks first. Members who have spoken in the debate may not speak again
(b) "That the motion under debate be now put (closure motion)"	No	Yes	No	No	No	No	No	Yes – 15 Minutes	If carried, only the amendment is put	If carried, only the procedural motion is put	The mover of the motion under debate is entitled to exercise a right of reply before the motion or amendment under debate is put
(c) "That the item of business being discussed be adjourned to a stated time and place"	No	Yes	No	As to time and date only	No	No	NO	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	

Motion	Has the Chair discretion to refuse this Motion?	Is second required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(d) "That the item of business being discussed does lie on the table and not be discussed at this meeting"	No	Yes	No	No	No	No	No	Yes – 15 minutes	If carried, the original motion and amendment are both laid on the table	Motion not in order	
(e) "That the item of business being discussed be referred (or referred back) to the local authority or to the relevant committee"	No	Yes	No	As to committee, time for reporting back etc only	No	No	No	Yes – 15 minutes	If carried, the original motion and all amendments are referred to the committee	If carried, the procedural motion is deemed disposed of	
(f) "Points of order"	No – but may rule against	No	Yes – at discretion of Chairperson	No	No	Yes	Yes	No	Point of order takes precedence	Point of order takes precedence	See standing order 3.14

Appendix 5: Webcasting (streaming) protocols

The provisions are intended as a good practice guide to local authorities that are webcasting meetings or planning to do so.

1. The default shot will be on the Chairperson or a wide-angle shot of the meeting room.
2. Cameras will cover a member who is addressing the meeting. Cameras will also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting during the public input time.
3. Generally, interjections from other members or the public are not covered. However, if the Chairperson engages with the interjector, the interjector's reaction can be filmed.
4. PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
5. Shots unrelated to the proceedings, or not in the public interest, are not permitted.
6. If there is general disorder or a disturbance from the public gallery, coverage will revert to the Chairperson.
7. Appropriate signage will be displayed both in and outside the meeting room alerting people that the proceedings are being webcast.

Appendix 6: Powers of a Chairperson

This Appendix sets out the specific powers given to the Chairperson contained in various parts of these standing orders.

Chairperson to decide all questions

The Chairperson is to decide all questions where these standing orders make no provision or insufficient provision. The Chairperson's ruling is final and not open to debate.

Chairperson to decide points of order [\(SO.27.5\)](#)

The Chairperson is to decide any point of order and may do so immediately after it has been raised or may first hear further argument before deciding. The ruling of the Chairperson upon any point of order is not open to any discussion and is final. No point of order may be raised during a division except by permission of the Chairperson.

Items not on the agenda [\(SO.9.12\)](#)

Major items not on the agenda may be dealt with at that meeting if resolved by the local authority and the Chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor matters not on the agenda relating to the general business of the local authority may be discussed if the Chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

Chairperson's report [\(SO.9.6\)](#)

The Chairperson, by report, has the right to direct the attention of the local authority to any matter or subject within the role or function of the local authority.

Chairperson's recommendation [\(SO.9.5\)](#)

The Chairperson of any meeting may include on the agenda for that meeting a Chairperson's recommendation regarding any item brought before the meeting. The purpose of such a recommendation is to focus debate on a suggested motion.

Chairperson's voting [\(SO.20.3\)](#)

The Chairperson at any meeting has a deliberative vote and, in the case of equality of votes, has a casting vote where standing orders make such provision.

Motion in writing [\(SO.24.2\)](#)

The Chairperson may require the mover of any motion or amendment to submit it in writing signed by the mover.

Motion in parts [\(SO.24.3\)](#)

The Chairperson may require any motion expressed in parts to be decided part by part.

Notice of motion [\(SO.28.2\)](#)

The Chairperson may direct the Chief Executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not within the scope of the role or functions of the local authority; or
- (c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and the mover has declined to comply with such requirements as the chief executive may have made; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

Reasons for refusing a notice of motion should be provided to the proposer.

Where a notice of motion has been considered and agreed by the local authority, no notice of any other motion which is, in the opinion of the Chairperson, to the same effect may be put again whilst such original motion stands.

Action on previous resolutions

If, in the opinion of the Chairperson the practical effect of a delay in taking action on a resolution which is subject to a notice of motion, would be equivalent to revocation of the resolution; or if repetitive notices of motion are considered by the Chairperson to be an attempt by a minority to frustrate the will of the meeting, action may be taken as though no such notice of motion had been given.

Repeat notice of motion [\(SO.28.7\)](#)

If in the opinion of the Chairperson, a notice of motion is substantially the same in purport and effect to any previous notice of motion which has been considered and rejected by the local authority, no such notice of motion may be accepted within six months of consideration of the first notice of motion unless signed by not less than one third of the members of the local authority, including vacancies.

Revocation or alteration of previous resolution

A Chairperson may recommend in a report to the local authority the revocation or alteration of all or part of any resolution previously passed, and the local authority meeting may act on such a recommendation in accordance with the provisions in these standing orders.

Chairperson may call a meeting

The Chairperson:

- (a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum, if such business cannot be delayed until the next meeting;
- (b) May requisition an extra meeting to be held at a specified time and place, in order to conduct specified business.

Irrelevant matter and needless repetition [\(SO.22.8\)](#)

The Chairperson's ruling preventing members when speaking to any motion or amendment from introducing irrelevant matters or indulging in needless repetition is final and not open to challenge.

Taking down words [\(SO.22.11\)](#)

The Chairperson may order words used and objected to by any member, to be recorded in the minutes, provided such objection is made at the time the words are used and not after any other members have spoken.

Explanations

The Chairperson may permit members to make a personal explanation in addition to speaking to a motion, and members who have already spoken, to explain some material part of a previous speech in the same debate.

Chairperson rising [\(SO.14.5\)](#)

Whenever the Chairperson rises during a debate any member then speaking or offering to speak is to be seated and members are to be silent so that the Chairperson may be heard without interruption.

Members may leave places [\(SO.14.6\)](#)

The Chairperson may permit members to leave their place while speaking.

Priority of speakers [\(SO.14.7\)](#)

The Chairperson must determine the order in which members may speak when two or more members indicate their wish to speak.

Minutes [\(SO.29.1\)](#)

~~The If the~~ Chairperson ~~deems a meeting too irregular or infrequent to await the confirmation of minutes via a resolution at a subsequent meeting, they have the discretion to confirm the minutes (with or without amendment) directly via signature instead. is to sign the minutes and proceedings of every meeting once confirmed.~~ The Chairperson and ~~chief~~ [Chief executive](#) ~~Executive~~ are responsible for

confirming the correctness of the minutes of the last meeting of a local authority prior to the next election of members.

Questions of speakers [\(SO.16.3\)](#)

The Chairperson may permit members to ask questions of speakers under public forum or deputations/presentations by appointment, for the purpose of obtaining information or clarification on matters raised by the speaker.

Withdrawal of offensive or malicious expressions [\(SO.21.3\)](#)

The Chairperson may call upon any member to withdraw any offensive or malicious expression and may require the member to apologise for the expression.

Any member who refuses to withdraw the expression or apologise, if required by the Chairperson, can be directed to withdraw from the meeting for a time specified by the Chairperson.

Chairperson's rulings [\(SO.14.4\)](#)

Any member who refuses to accept a ruling of the Chairperson, may be required by the Chairperson to withdraw from the meeting for a specified time.

Disorderly behaviour [\(SO.21.4\)](#)

The Chairperson may:

- (a) Require any member or member of the public whose conduct is disorderly or who is creating a disturbance, to withdraw immediately from the meeting for a time specified by the Chairperson.
- (b) Ask the meeting to hold in contempt, any member whose conduct is grossly disorderly and where the meeting resolves to find the member in contempt, that resolution must be recorded in the minutes.

Failure to leave meeting [\(SO.21.6\)](#)

If a member or member of the public who is required, in accordance with a Chairperson's ruling, to leave the meeting, refuses or fails to do so, or having left the meeting, attempts to re-enter without the permission of the Chairperson, any member of the NZ Police or officer or employee of the local authority may, at the Chairperson's request, remove or exclude that person from the meeting.

Attendance via [electronic audio or audiovisual link](#)

Where the technology is available and a member is attending a meeting by [electronic audio or audiovisual link](#), the Chairperson must ensure that:

- (a) the technology for the link is available and of suitable quality

- (b) procedures for using the technology in the meeting will ensure that:
 - i. everyone participating in the meeting can hear each other
 - ii. the member's attendance by audio or audio-visual link does not reduce their accountability or accessibility in relation to the meeting
 - iii. the requirements of Part 7 of the LGOIMA 1987 are met
 - iv. the requirements in these standing orders are met.

If the Chairperson is attending by [electronic-audio or audiovisual](#) link, then chairing duties will be undertaken by the Deputy Chairperson or a member who is physically present.

Appendix 7: Mayors' powers to appoint under s.41A

The role of a Mayor is:

- (a) to provide leadership to councillors and the people of the district.
- (b) to lead development of Council's plans (including the long-term and annual plans), policies and budgets for consideration by councillors.

The Mayor has authority to:

- (a) Appoint the Deputy Mayor.
- (b) Establish Council committees, their terms of reference, appoint the Chairperson of each of those committees and the members.
- (c) Appoint themselves as the Chairperson of a committee.
- (d) Decline to exercise the powers under clause a) and b) above but may not delegate those powers to another person.

Council retains the ability to:

- (a) Remove a Deputy Mayor appointed by the Mayor.
- (b) Discharge or reconstitute a committee established by the Mayor.
- (c) Discharge a committee Chairperson who has been appointed by the Mayor.

The Mayor is a member of each committee of the Council.

Appendix 8: Process for removing a Chairperson ~~or~~ Deputy Mayor from office

1. At a meeting that is in accordance with this clause, a territorial authority or regional council may remove its Chairperson, Deputy Chairperson, or Deputy Mayor from office.
2. If a Chairperson, Deputy Chairperson, or Deputy Mayor is removed from office at that meeting, the territorial authority or regional council may elect a new Chairperson, Deputy Chairperson, or Deputy Mayor at that meeting.
3. A meeting to remove a Chairperson, Deputy Chairperson, or Deputy Mayor may be called by:
 - (a) a resolution of the territorial authority or regional council; or
 - (b) a requisition in writing signed by the majority of the total membership of the territorial authority or regional council (excluding vacancies).
4. A resolution or requisition must:
 - (a) specify the day, time, and place at which the meeting is to be held and the business to be considered at the meeting; and
 - (b) indicate whether or not, if the Chairperson, Deputy Chairperson, or Deputy Mayor is removed from office, a new Chairperson, Deputy Chairperson, or Deputy Mayor is to be elected at the meeting if a majority of the total membership of the territorial authority or regional council (excluding vacancies) so resolves.
5. A resolution may not be made and a requisition may not be delivered less than 21 days before the day specified in the resolution or requisition for the meeting.
6. The Chief Executive must give each member notice in writing of the day, time, place, and business of any meeting called under this clause not less than 14 days before the day specified in the resolution or requisition for the meeting.
7. A resolution removing a Chairperson, Deputy Chairperson, or Deputy Mayor carries if a majority of the total membership of the territorial authority or regional council (excluding vacancies) votes in favour of the resolution.

LGA 2002, schedule 7, cl. 18

Appendix 9: Workshops

Definition of workshop

Workshops, however described, provide opportunities for members to discuss particular matters, receive briefings and provide guidance for officials. Workshops are not meetings and cannot be used to either make decisions or come to agreements that are then confirmed without the opportunity for meaningful debate at a formal meeting.

Application of standing orders to workshops

Standing orders do not apply to workshops and briefings. ~~The Chairperson or workshop organisers will decide how the workshop, briefing or working party should be conducted.~~

Calling a workshop

Workshops ~~briefings and working parties~~ may be called by:

- (a) a resolution of the local authority or its committees;
- (b) the Mayor;
- (c) a ~~C~~committee Chairperson; or
- (d) the Chief Executive.

Process for calling workshops

The Chief Executive will give at least 24 hours' notice of the time and place of the workshop and the matters to be discussed at it. Notice may be given by whatever means are reasonable in the circumstances. Any notice given must expressly:

- (a) state that the meeting is a workshop;
- (b) advise the date, time and place; and
- (c) confirm that the meeting is primarily for the provision of information and discussion, and will not make any decisions or pass any resolutions.

~~Public notice of a workshop is not required and workshops can be either open to the public or public excluded.~~

Public notice

All workshops open to the public should be publicly notified with the dates and the times and places at which the workshop is to be held.

Workshop Agenda

It is the Chief Executive's responsibility, on behalf of the chairperson, where a workshop is open to the public to prepare an agenda for each workshop listing the items of business to discussed at the workshop. The agenda for workshops open to the public will be available on Council's website.

Chairperson

Workshops shall be chaired by the Mayor, Deputy Mayor, or other Elected Member as delegated by the Mayor.

Public Excluded

Workshops may exclude the public. The grounds for exclusion are those specified in section 48 of the LGOIMA 1987 (see Appendix 1).

Workshop Notes

Where a workshop is open to the public, and it is appropriate to do so, notes may be taken and will be available on Council's website after the workshop.

Appendix 10: Sample order of business

Open section

- (a) Apologies
- (b) Declarations of interest
- (c) Confirmation of minutes
- (d) Leave of absence
- (e) Acknowledgements and tributes
- (f) Petitions
- (g) Public input
- (h) Local and/or community board input
- (i) Extraordinary business
- (j) Notices of motion
- (k) Reports of committees
- (l) Reports of local and/or community boards
- (m) Reports of the Chief Executive and staff
- (n) Mayor, Deputy Mayor and elected members' reports (information)

Public excluded section

- (o) Reports of committees
- (p) Reports of the Chief Executive and staff
- (q) Mayor, Deputy Mayor and elected members' reports (information)

Appendix 11: Process for raising matters for a decision

Matters requiring a decision may be placed on an agenda of a meeting by a:

- report of Chief Executive
- report of a Chairperson
- report of a committee
- report of a community and/or local board
- notice of motion from a member.

Where a matter is urgent and has not been placed on an agenda, it may be brought before a meeting as extraordinary business by a:

- report of Chief Executive
- report of Chairperson

Although out of time for a notice of motion, a member may bring an urgent matter to the attention of the meeting through the meeting chair.

~~Appendix 12: Recordkeeping for Council~~

~~Recordkeeping for Council proceedings and public meetings~~

~~Recordkeeping for Council proceedings~~

The minutes of Council, Committees and Community Boards shall be made and maintained in accordance with the requirements set out in NZS 9202:2003 *Model Standing Orders for territorial authorities*, *"The 2019 Guide to Standing Orders"* by LGNZ and any subsequent amendment, having regard for current statutory provisions for recordkeeping.

In addition to these requirements,

- ~~a summary shall be prepared of any oral report presented by the Chairperson at the commencement of a meeting of the Council, Committee or Community Board;~~
- ~~a summary or transcript (as directed by the Chairperson) shall be made when a member provides a personal explanation;~~
- ~~for Te Roopu Ahi Kaa, recordkeeping shall have regard to members' expectations over the recording of oral testimonies, and the minute taker will be guided by the Chairperson on this.~~

~~These will form part of the formal record of such meetings.~~

~~The record of hearings under the Resource Management Act 1991 shall be made and maintained in accordance with the requirements of that Act and with any direction which the Council is empowered to make with respect to the recording of evidence and submissions.~~

~~The record of hearings at any other public meeting of Council, Committees and Community Boards shall be confined to~~

- ~~the text of written submissions provided before or circulated at the hearing, together with~~
- ~~a précis of any oral submission in the following form~~

Submitter's name	Submitter's organisation affiliation (if any)	Topic	Outline of major new or additional points raised	Summary of Key questions posed by Elected Members and responses

~~The minute taker's notes and tapes made during any meeting or hearings held by the Council, Committee or Community Board are regarded as informal records and normally will be destroyed after the minutes have been confirmed (normally at the next meeting).~~

~~The record of a Council workshop shall be confined to:~~

- ~~• a copy of all briefing materials provided before the workshop or circulated to participants during the workshop;~~
- ~~• documentation made during the workshop, subsequently transcribed and circulated to all Elected Members and other workshop participants; and~~
- ~~• a statement of all agreed issues to be raised and and/or conclusions requiring ratification at a formal meeting of the Council, Committee or Community Board.~~

~~Recordkeeping for public meetings arranged by the Council~~

~~The record of a facilitated public meeting arranged by the Council, committee or Community Board shall be confined to:~~

- ~~• documentation made during the meeting, subsequently transcribed, and~~
- ~~• an overall summary of the meeting for distribution to participants and to the Council, Committee or Community Board (as appropriate) where a resolution to receive the summary, with or without qualification, provides verification of the record as a public record.~~

~~No record is maintained of the proceedings at any public meeting called by the Council, Committee or Community Board that is held to present information (irrespective of what discussion ensues), other than where and when such a meeting was held and for what purpose.~~

10.2 Confirmation of Committee Structure and Membership

Author: Carol Gordon, Group Manager - Democracy & Planning

Authoriser: Carol Gordon, Group Manager - Democracy & Planning

1. Reason for Report

- 1.1 This purpose of this report is for Council to consider and approve its committee structure for the 2022-25 triennium and establish membership for those committees.

2. Context

- 2.1 Council has historically established a number of standing committees, even though there is no statutory requirement to do so and wants to continue this approach for the 2022-25 triennium.

3. Discussion and Options Considered

- 3.1 The committees that have previously been in place are:

- Assets / Infrastructure Committee
- Audit and Risk Committee
- Finance / Performance Committee
- Policy / Planning Committee
- Te Roopuu Ahi Kaa Komiti
- Youth Council
- Creative NZ Committee
- District Licensing Committee
- Maori Land Rates Remission Sub-Committee
- Community Grants Sub-Committee

- 3.2 There are also four Community Committees (Huntermville, Marton, Turakina and Bulls), and two reserve management committees (McIntyre Reserve and Santoft Domain). Nominations for each of these committees is currently underway, and close at 12pm Friday, 18 November 2022. Membership of these committees will be established once nominations have closed and a meeting has been arranged.

- 3.3 There are also three rural water supply management committees – Erewhon, Huntermville and Omatane rural water supply management committees. Members are selected by scheme participants; one appointment needs to be made for a Councillor representative for each of the committees with the Mayor being a member as ex officio.

- 3.4 At the request of the committee the Turakina Reserve Committee has been disestablished.

4. Proposed Committee Structure 2022-25

- 4.1 The name, makeup, frequency and any proposed changes for each committee are outlined below:

Name	Purpose	Changes	Chair	Deputy Chair	Members	Meeting Frequency
Assets / Infrastructure Committee	To ensure sustainable management of Council-owned assets / infrastructure that achieves compliance with government requirements and high community satisfaction	Workshop held on alternative month	Cr Wilson	Cr Richard Lambert	Crs: TRAK member:	Bi-monthly (one month will be a formal meeting and the alternate month a workshop)
Finance / Performance Committee	To ensure robust and transparent management of Council's finances and maximising performance. Consider applications to the Community Grants Scheme	Nil	Cr Fi Dalgety	Cr Jeff Wong	Crs: TRAK member: 2 Community Reps for the Community Grants Scheme applications	Monthly
Policy / Planning Committee	To ensure the Council has a comprehensive planning, policy and regulatory framework which reflects legislative requirements and builds resilient communities	May be re-focused in 2023 (which could impact on frequency)	Cr Tracey Piki Te Ora Hiroa		Crs: TRAK member:	Bi-monthly
Risk and Assurance Committee	To ensure probity in the management of Council's operations and its assets and a lose regard for minimising risk	Re named (previously Audit and Risk)	Independent Chair to be appointed (proposed to be Mr Philip Jones)	HWTM	Crs - max six which includes: HWTM Cr Wilson Cr Dalgety Cr Hiroa	Quarterly
Te Roopuu Ahi Kaa Komiti	Guided by a Memorandum of Understanding: Tutohinga	Nil	Mr Pahia Turia	Ms Tracey Piki Te Ora Hiroa	Two elected members being: HWTM and Cr	Bi-monthly
Youth Council	Includes strengthening engagement between RDC and young people, build their knowledge of Community, Council and Central Government processes; encouraging youth participation in civic affairs				HWTM and Cr	Monthly or as required

ITEM 10.2

Name	Purpose	Changes	Chair	Deputy Chair	Members	Meeting Frequency
Chief Executive Review Committee	Conduct reviews of the CE's performance,		Cr Tracey Piki Te Ora Hiroa / HWTM		All Crs will be involved in this process with an Independent advice also	As required
Creative NZ Committee					HWTM Cr: TRAK Rep – currently Hair Benevides Advertise for other reps, then a chair is appointed.	As required
Maori Land Rates Remission Sub-Committee	Part of Council's policy on the remission and postponement of rates on Maori freehold land.		His Worship the Mayor		2 elected members, being: Cr Cr 3 Tangata Whenua (most likely from TRAK)	
Hearings Committee	Meets as required to conduct hearings for RMA or any other Act.		His Worship the Mayor		Appointed when required	As required
District Licensing Committee	Nominations will be called for in December / January					As required

5. Independent Chair – Risk and Assurance Committee:

- 5.1 The Chair for the Risk and Assurance Committee is undertaken by an independent person. Mr Philip Jones has been proposed to undertake this role for the 2022-25 triennium.
- 5.2 It is proposed the annual salary for this role be capped at \$15,000.
- 5.3 Specific recommendations are included below.

6. Decision Making Process

- 6.1 Council has the ability to form its own committees so long as it does not delegate responsibilities contained in Section 32, Schedule 7 of the Local Government Act.

Recommendation 1

That the Confirmation of Committee Structure and Membership report be received.

Recommendation 2

That Mr Philip Jones be confirmed as the Independent Chair of the Risk and Assurance Committee.

Recommendation 3

That the salary for the independent Chair of the Risk and Assurance Committee be capped at an annual salary of \$15,000.

Recommendation 4

That the following committee structure and membership be confirmed for the 2022-25 triennium:

Name	Chair	Deputy Chair	Members
Assets / Infrastructure Committee	Cr Wilson	Cr Richard Lambert	Crs: TRAK member:
Finance / Performance Committee	Cr Fi Dalgety	Cr Jeff Wong	Crs: TRAK member: 2 Community Reps for the Community Grants Scheme applications
Policy / Planning Committee	Cr Tracey Piki Te Ora Hiroa		Crs: TRAK member:
Risk and Assurance Committee	Mr Philip Jones		Crs:
Te Roopuu Ahi Kaa Komiti	Mr Pahia Turia	Ms Tracey Piki Te Ora Hiroa	Two elected members being: HWTM and Cr
Youth Council			HWTM and

ITEM 10.2

			Cr
Chief Executive Review Committee	Cr Tracey Piki Te Ora Hiroa		
Creative NZ Committee			HWTM Cr: TRAK Rep – currently Hair Benevides Advertise for other reps, then a chair is appointed.
Maori Land Rates Remission Sub-Committee	His Worship the Mayor		2 elected members, being: Cr Cr 3 Tangata Whenua (most likely from TRAK)
Hearings Committee	His Worship the Mayor		Appointed when required
Huntermville Rural Water Supply Management Committee			His Worship the Mayor (ex officio) Cr ____
Erewhon Rural Water Supply Management Committee			His Worship the Mayor (ex officio) Cr ____
Omatene Rural Water Supply Management Committee			His Worship the Mayor (ex officio) Cr ____
Turakina Community Committee			His Worship the Mayor (ex officio) Cr ____
Bulls Community Committee			His Worship the Mayor (ex officio) Cr ____ And alternate Cr ____
Marton Community Committee			His Worship the Mayor (ex officio) Cr ____ And alternate Cr ____
Huntermville Community Committee			His Worship the Mayor (ex officio) Cr ____ And alternate Cr ____

Santoft Reserve Management Committee			His Worship the Mayor (ex officio) Cr ____
McIntyre Reserve Management Committee			His Worship the Mayor (ex officio) Cr ____

10.3 Adoption of Meeting Schedule for 2023

Author: Carol Gordon, Group Manager - Democracy & Planning

Authoriser: Peter Beggs, Chief Executive

1. Reason for Report

- 1.1 The purpose of this report is to provide a draft schedule of meetings for 2023 for Council's consideration and adoption.

2. Context

- 2.1 A proposed schedule of meetings for 2023 is attached (Attachment 1) which includes regular workshops throughout the year.
- 2.2 Dates showing 'committee meetings' will be finalised to show which committees these dates apply to once Council has adopted its committee structure.
- 2.3 Dates for Rural and Provincial and Zone 3 meetings have been received from Local Government New Zealand and these have been added to the meeting schedule.

3. Decision Making Process

- 3.1 This item is not considered to be a significant decision according to Council's Policy on Significance and Engagement.

Attachments:

1. **2023 Meeting Schedule** [↓](#)

Recommendation 1

That the report Adoption of Schedule of Meetings 2023 be received.

Recommendation 2

That Council adopts the schedule of meetings for 2023 with / without [delete one] amendment.

Calendar 2023

January		
1	Sun	
2	Mon	Day After New Year's Day
3	Tue	New Year's Day Observed
4	Wed	
5	Thu	
6	Fri	
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	Wellington Anniversary
24	Tue	Ratana Celebrations
25	Wed	Ratana Celebrations
26	Thu	9.30am – Finance / Performance 1pm - Council
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tue	

February		
1	Wed	
2	Thu	Council Workshop (Annual Plan)
3	Fri	
4	Sat	
5	Sun	
6	Mon	Waitangi Day
7	Tue	
8	Wed	
9	Thu	Council Workshop (Annual Plan)
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thu	Council Workshop (Annual Plan)
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	9.30am – Finance / Performance 1pm - Council
23	Thu	RTA Forum (Te Matapihi, Bulls)
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	

Updated – 10 November 2022

March		
1	Wed	Council Workshop
2	Thu	Rural & Provincial
3	Fri	Rural & Provincial
4	Sat	
5	Sun	
6	Mon	Zone 3 meeting / Regional Chiefs Climate Action Joint Committee
7	Tue	CDEM / RTC
8	Wed	
9	Thu	Committee Meetings
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	1pm Council (adopt draft Annual Plan)
16	Thu	MTFJ Core Group
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	Passenger Transport Com
22	Wed	
23	Thu	Annual Plan consultation opens
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	9.30am – Finance / Performance 1pm - Council
31	Fri	

Calendar 2023

April		
1	Sat	
2	Sun	
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	Good Friday
8	Sat	
9	Sun	
10	Mon	Easter Monday
11	Tue	
12	Wed	
13	Thu	Committee Meetings
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	ANZAC Day Annual Plan Submissions close
26	Wed	
27	Thu	9.30am – Finance / Performance 1pm - Council
28	Fri	
29	Sat	
30	Sun	

May		
1	Mon	
2	Tue	
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	Hearings – Annual Plan Submissions / Committee meetings
12	Fri	
13	Sat	
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	9.30am – Finance / Performance 1pm - Council
25	Thu	Regional Sector Meeting
26	Fri	Regional Sector Meeting
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	

June		
1	Thu	Council - Annual Plan Deliberations on submissions
2	Fri	
3	Sat	
4	Sun	
5	Mon	King's Birthday
6	Tue	CDEM / RTC / Regional Chiefs
7	Wed	
8	Thu	Committee Meetings
9	Fri	
10	Sat	
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	MTFJ Core Group Committee meeting
16	Fri	
17	Sat	
18	Sun	
19	Mon	CE Forum
20	Tue	
21	Wed	
22	Thu	1pm Council Adoption of the final Annual Plan
23	Fri	
24	Sat	
25	Sun	
26	Mon	
27	Tue	
28	Wed	
29	Thu	9.30am – Finance / Performance 1pm - Council
30	Fri	

Calendar 2023

July		
1	Sat	
2	Sun	
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	
9	Sun	
10	Mon	
11	Tue	
12	Wed	Committee meetings
13	Thu	
14	Fri	Matariki
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	9.30am – Finance / Performance 1pm - Council
27	Thu	LGNZ Conference
28	Fri	LGNZ Conference
29	Sat	
30	Sun	
31	Mon	

August		
1	Tue	
2	Wed	
3	Thu	
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thu	Committee Meetings
11	Fri	
12	Sat	
13	Sun	
14	Mon	
15	Tue	Passenger Transport Committee (Horizons)
16	Wed	
17	Thu	
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	
31	Thu	9.30am – Finance / Performance 1pm - Council

September		
1	Fri	
2	Sat	
3	Sun	
4	Mon	Regional Chiefs / Climate Action Joint Committee
5	Tue	CDEM / Regional Transport Committee (Horizons)
6	Wed	
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	MTFJ Core Group
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	Committee meetings
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	9.30am – Finance / Performance 1pm - Council
29	Fri	
30	Sat	

Calendar 2023

October		
1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	Committee Meetings
13	Fri	
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	Labour Day
24	Tue	
25	Wed	
26	Thu	9.30am – Finance / Performance 1pm - Council
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tue	

November		
1	Wed	
2	Thu	Rural & Provincial Meeting
3	Fri	Rural & Provincial Meeting
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	Committee Meetings
10	Fri	Regional Sector Meeting
11	Sat	
12	Sun	
13	Mon	Zone 3 Meeting
14	Tue	Passenger Transport Committee (Horizons)
15	Wed	
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	9.30am – Finance / Performance 1pm - Council

December		
1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	CDEM / RTC / Regional Chiefs
6	Wed	
7	Thu	MTFJ Core Group
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	9.30am – Finance / Performance 1pm - Council
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	Christmas Day
26	Tue	Boxing Day
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	

11 Reports for Information

11.1 Members Pecuniary Interests

Author: Carol Gordon, Group Manager - Democracy & Planning

Authoriser: Peter Beggs, Chief Executive

1. Reason for Report

- 1.1 The purpose of this report is to provide guidance to elected members on the Local Government (Pecuniary Interests Register) Amendment Act 2022 (LGA) which comes into force on 20 November 2022.

2. Context

- 2.1 The Local Government (Pecuniary Interests Register) Amendment Act 2022 (the Act) inserts a new set of requirements and obligations to the Local Government Act 2002 – Subpart 3 – Register of members’ pecuniary interests, all of which relate to members’ pecuniary interests.
- 2.2 The purpose of the new provisions is to increase transparency, trust and confidence in local government by keeping and making publicly available, information about members’ pecuniary interests. It is similar to the regime that Members of Parliament adhere to but has been tailored to reflect particular aspects of local government.
- 2.3 Moving forward, every council will be required to keep a register of its members’ pecuniary interests, and to make a summary of it publicly available. Each council must appoint a Registrar to maintain the register and provide advice and guidance to members.

3. Requirements

- 3.1 Members are obliged to provide annual returns, which are to be included on the registers, and to subsequently advise of any errors or omissions in those returns. Any failure to comply with the new obligations amounts to an offence, and so it is important that members understand and comply with these new provisions, and that they are provided with necessary guidance (including from council staff). A Return Form will be provided to members to fill out annually. A sample form is attached (Attachment 1) which will be updated following the Council meeting.
- 3.2 Rangitikei District Council currently maintains a Register of Members’ Interests, with yearly updates sought from members. This register has been administered and maintained by the Group Manager – Democracy and Planning. The register includes both pecuniary, and non-pecuniary interests.
- 3.3 Below is a table comparing new provisions with practice currently undertaken:

Requirements from 20 November 2022	Current process
Council to appoint a Registrar to maintain a register of members’ pecuniary interest, and make a summary of this publicly available.	Group Manager – Democracy and Planning maintains Members’ Interests Register in Sharepoint.

ITEM 11.1

Requirements from 20 November 2022	Current process
Members must provide annual returns to be included on the register and subsequently advise any errors or omissions in those returns. Failing to comply will be an offence	Completing and returning the Members' Interests form is voluntary – members' cannot be compelled to complete and return.
Guidance to be provided to members on complying with the new provisions.	Guidance provided to members on complying with provisions of Local Authorities (Members' Interests) Act 1968 (LAMIA)
Due date for completed returns: 120 days after member comes into office following the 2022 election. This will be 13 February 2023 .	
Continued need for disclosure of non-pecuniary interests under the Local Authority Members Interest Act (LAMIA).	

- 3.4 Taituara have issued a guidance document prepared by Simpson Grierson, titled: Guidance for councils on registers of members' pecuniary interests. A copy of this guidance document will be made available to elected members. It discusses delegated authority for making the appointment of the Registrar, advice on the appropriate role to be appointed, Councils and Registrars' obligations, and members' obligations. Clarification is also given that the new regime applies to elected, not appointed, members.
- 3.5 The Guidance document provides a sample form to be used to collect the information from elected members. It also includes a flow chart to assist with completing the declaration.

4. Delegation of Authority and Appointment of Registrar

- 4.1 The Act requires appointment of a Registrar. Registrars are tasked with the compilation and maintenance of the Register. In practice, the Registrar will look after the Register on a day to day basis.
- 4.2 Although the power to appoint a Registrar sits with the Council, it can be delegated. There is a recommendation in this report asking for Council to delegate the authority under Section 54G of the Local Government Act 2002, to the Chief Executive. The Chief Executive can then sub-delegate the task of Registrar to the Group Manager – Democracy and Planning as an appropriate officer to continue administering the non-pecuniary interest declarations required under LAMIA.

5. Decision Making Process

- 5.1 There are specific legislative requirements around aspects of this report, and the report is not considered to trigger Council's Significance and Engagement Policy.

Attachments:

1. Sample - Pecuniary Interests Return Form [↓](#)

Recommendation

That the report Members Pecuniary Interests be received.

Recommendation 2

That Council delegate, under Section 54G of the Local Government Act 2002, authority to the Chief Executive to appoint Council's Registrar to carry out the compilation and maintenance of the register of members' pecuniary interests.



Pecuniary Interests Return Form

Information for members:

Sections 54A to 54I of the Local Government Act 2002 (**LGA**) requires members to provide annual returns of certain pecuniary interests. You can use this form to provide your return.

You are responsible for complying with your obligations under the LGA relating to this return.

You can, however, seek advice and guidance from the Registrar of the members' pecuniary interests register on how to complete your return.

How to file this return:

You can file your completed return form with the Registrar by *[insert details of possible means for filing that are available, eg give email address, online portal information, postal, or information about how to file in person]*.

The due date for the return is *[insert date]*.

Privacy statement:

Your personal information is being collected so that the Council and the Registrar can comply with their obligations under the LGA, particularly those in sections 54A and 54G.

You are required to provide this information under sections 54C to 54H of the LGA. Failure to do so will constitute an offence under section 235 of the LGA.

Your personal information will be used and disclosed in accordance with the purpose of the register set out in section 54B of the LGA, which is to record members' interests so as to provide transparency and to strengthen public trust and confidence in local government processes and decision-making. The information will be retained for 7 years from the date on which you provide it, and will then be removed from the register.

A summary of your personal information will be made publicly available by the Council, in accordance with section 54A of the LGA. In addition, your personal information will constitute official information, and so is subject to the Local Government Official Information and Meetings Act 1987.

You have the right to access and seek correction of your personal information under the Privacy Act 2020. This can be done by contacting *[insert contact details]*.

Return:

This return is made under section 54C of the Local Government Act 2002, providing information required under sections 54E and 54F of that Act.

Member's name:

12 month period covered by this return:

	Yes	No
1. Are you the director of a company? (section 54E(1)(a))		

If yes, please provide the name of the company (or companies) and a description of their main business activities:

	Yes	No
2. Do you hold or control more than 10% of the voting rights in a company? (section 54E(1)(a))		

If yes, please provide the name of the company (or companies) and a description of their main business activities:

	Yes	No
3. Do you have a pecuniary interest in any other company or business entity (except as an investor in a managed investment scheme)?		

ITEM 11.1 ATTACHMENT 1

(section 54E(1)(b))

If yes, please provide the name of the company (or companies) or business entity (or entities) and a description of their main business activities:

4. Are you employed?
(section 54E(1)(c))

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please provide the name of your employer(s) and a description of their main business activities:

5. Do you have a beneficial interest in a trust?
(section 54E(1)(d))

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please provide the name of the trust(s):

6. Are you a member of an organisation, a member of the governing body of the organisation, or a trustee of the trust **and** that organisation or trust receives, or has applied to receive, funding from the Council, local board or community board to which you are elected?
(section 54E(1)(e))

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please provide the name of the organisation(s) or trust(s) and a description of their main business activities:

7. Are you appointed to any organisation by virtue of being an elected member?
(section 54E(1)(f))

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please provide the title for your appointed role(s), the name of the organisation(s), and a description of them:

8. Do you have a legal interest, other than as a trustee, in any real property?
(section 54E(1)(g))

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please provide the location of the real property (eg suburb and city, or town) and a description of the nature of property (eg. family residence, rental property, or commercial property):

9. Are you the beneficiary of a trust that holds real property (but excluding a trust that is a unit trust you have already disclosed under question 5 or a trust that is a retirement scheme whose membership is open to the public)?
(section 54E(1)(h))

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please provide the location of the real property (eg suburb and city, or town) and a description of the nature of property (eg. family residence, rental property, or commercial property):

ITEM 11.1 ATTACHMENT 1

10. Have you travelled to any country (other than New Zealand) where your travel and accommodation costs were not paid in full by you and/or a member of your family?
(section 54F(1)(a))

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

(In this question, “family” means the member's spouse, partner, parent, grandparent, child, stepchild, foster child, grandchild, or sibling.)

If yes, please provide the name of the country, the purpose of travelling to the country, the name of each person who contributed (in whole or in part) to the costs of travel to or from the country to or any accommodation costs incurred by the member while in the country (if more than one country was travelled to, provide all of this information for each country):

11. Have you received any gift (other than a gift from a family member, unless you consider that gift should be disclosed taking into account the purpose of the members’ pecuniary interests register) that:

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

- has an estimated market value in New Zealand of over \$500; or
- when combined with all other gifts from the same donor, have a total estimated market value in New Zealand of over \$500?

(section 54F(1)(b))

(In this question:

“gift” includes hospitality and donations in cash or kind, but excludes electoral expenses, and

“family” means the member’s spouse, partner, parent, grandparent, child, stepchild, foster child, grandchild, or sibling.)

If yes, please provide a description of the gift(s) and the name of the donor of the gift(s) (if known or reasonably ascertainable by you):

12. Have you received any payment for an activity in which you are involved, excluding:

Yes	No

- any salary or allowance paid to you under the Remuneration Authority Act 1977 or the Local Government Act 2002
- any payment received from an interest that has already been disclosed in this return; or
- any payment made in respect of an activity that you ceased to be involved in before becoming a member?

(section 54F(1)(c))

If yes, please provide a description of the payment(s) received by you:

11.2 Ratepayer Query

Author: Dave Tombs, Group Manager - Corporate Services

Authoriser: Peter Beggs, Chief Executive

1. Reason for Report

- 1.1 To provide elected members with an update on the matter that was raised in the Public Forum of the Council Meeting of 29 September 2022.

2. Context

- 2.1 At the Public Forum of the Council Meeting of 29 September 2022 Mr Paul Maclean described his dissatisfaction regarding the following Council related matters:
 - 2.1.1 Being rated for more than one Separately Used or Inhabited Part of a rating unit (SUIP) on his property; and
 - 2.1.2 Having ineffective stormwater structures on his property.
- 2.2 Mr Maclean also queried why Council based its rates on 'capital value' and not 'land value'.
- 2.3 Mr Maclean had previously raised these matters with Council Officers and was provided with a formal response in July 2022 (attached).
- 2.4 Mr Maclean subsequently exchanged emails with the Chief Executive Officer asking to meet with Council regarding these matters, a request which resulted in him speaking at the Public Forum as noted above.

3. Discussion and Options Considered

- 3.1 The matters discussed by Mr Maclean at the Public Forum were the same matters that have been previously raised with Officers and which Officers have provided a formal response (as per the attachment).
- 3.2 As no new matters were raised by Mr Maclean during the Public Forum, Officers consider that:
 - 3.2.1 his queries have already been fully, formally responded to; and
 - 3.2.2 Officers should email Mr Maclean advising of this, with the email including a less formal summary of the points detailed in the letter provided to him in July 2022.

4. Mana whenua implications

- 4.1 Nil.

Attachments:**1. Response to Ratepayer** [↓](#)**Recommendation 1**

That the report 'Ratepayer Query' be received.

Recommendation 2

That Council notes the proposed action of Officers sending an email to Mr Maclean that includes a less formal summary of the points detailed to him in the letter dated 29 July 2022.



29/7/2022

Mr P McLean
28 Ngahina Street
Marton 4710

Dear Paul,

RE: Rates Demand Query For 28 Ngahina Street, Marton

On the 14th of July 2022 we received an email from you querying your rates demand (Rates Assessment) for your 2022/23 rates.

To summarise your email, you have expressed your concerns about your rates being incorrectly assessed, and subsequently you would like to know the following:

- Why are you paying “double” for all services?
- Why are you being charged for Stormwater when you have no physical SW connection?
- Why are RDC’s rates calculated on capital value and not, land value?

Why are you paying “double” for all services?

Service connections are rated on Separately Used or Inhabited Part (SUIP). Please see the definition of a SUIP below and how this is applied. I have also included the Residential Rating Units definition for your reference.

Separately Used or Inhabited Part (SUIP) A separately used or inhabited part of a rating unit includes any portion inhabited or used by [the owner/a person other than the owner], and who has the right to use or inhabit that portion by virtue of a tenancy, lease, licence, or other agreement. This definition includes separately used parts, whether or not actually occupied at any particular time, which are used by the owner for rental (or other form of occupation) on an occasional or long-term basis by someone other than the owner. For the purpose of this definition, vacant land and vacant premises offered or intended for use or habitation by a person other than the ratepayer and usually used as such is to be treated as separately used. Any part of a rating unit that is used as a home occupation and complies with the permitted activity performance standards in the District Plan is not treated as separately used. For the avoidance of doubt, a rating unit that has a single use or occupation is treated as having one separately used or inhabited part.

Making this place home.

06 327 0099

info@rangitikei.govt.nz

www.rangitikei.govt.nz

46 High Street, Private Bag 1102, Marton 4741

Residential Rating Units Any rating unit primarily used for residential purposes and those parts of a rating unit that are used as residences. It includes all non-rateable properties that are liable for water, wastewater and refuse collection charges under section 9 of the Local Government (Rating) Act 2002 which, if rateable, would be primarily used for residential purposes or have parts of a rating unit that are used as residences.

As you can see from the information above, as you have a main dwelling and a self-contained dwelling on your parcel of land, regardless of having the self-contained dwelling occupied by family, tenants or having this dwelling remain vacant, it is a separately used or inhabited part (SUIP) therefore, the value of factor in the rates assessment is valued as "2" for any applicable services irrespective of having only one physical connection to the council assets.

Why are you being charged for stormwater when you have no physical SW connection?

Storm water is designed to channel water away from a residential area, whilst there is no physical connection to/from your property, the curb outside your property acts as a stormwater channel to redirect excess water away from your property. This is charged to fund the provision of stormwater drainage for all rating units, which are in the defined areas of benefit based on a fixed charge per rating unit.

Why are RDC's rates calculated on capital value and not, land value?

I refer you to Councils approved financial impact statement as part of the long-term plan 2012-2022 to answer this, please see below:

Council uses a Capital Value system to apportion rates. The General Rate (other than the Uniform Annual General Charge), and the Roading Rate are set using capital value as a base. Capital value-based rating is seen as the best mechanism for the following reasons:

- *Capital values recognise the economic activity to which the rating unit is put. Setting rates on capital value ensures that those rating units using Council services pay their share:*
- *Shops in the CBD, for instance, have a high capital value in relation to land value, but also use Council's infrastructure (especially roading) to a greater degree than a residential property that has the equivalent land value.*
- *Capital improvements (such as building a new house or undertaking a conversion to dairying) typically lead to increased use of Council's infrastructure and services.*
- *In areas of growth, capital value increases generated by the growth can absorb much of the rate increase associated with the increased use of infrastructure caused by the growth. Land values are less likely to achieve this. Rangitikei District Council Long Term Plan: 2012-2022 financial statements*
- *Capital values are a known figure. Capital values are generated from sales of assets while land values (especially in urban areas) are calculated from small quantities of vacant land sales and are therefore less reliable.*
- *Capital values are less volatile than land sales. If Council used land value-based rates, the incidence of rates changing due to valuation affects alone would have been far more significant than under capital value.*

Council Meeting

You stated that you would like to be heard by council. This is not standard practice within our complaints process, however, should a resolution not have been reached with the information provided to you above and should you still wish to be heard by council, please advise me in writing, so I can escalate to our Chief Executive Officer who has the correct authority to invite you to be heard at the next council meeting.

Yours sincerely



Lisa Daniels
Resolution Coordinator

0800422522 – extn 979



11.3 Project Management Office Report - November 2022**Author:** Adina Foley, Senior Project Manager**Authoriser:** Peter Beggs, Chief Executive**Reason for Report**




This is a monthly report on the most significant projects currently being delivered by Council's Project Management Office (PMO):

1. Marton to Bulls Wastewater Centralisation Project
2. Marton Industrial Park and Rail Hub
3. Marton Water Strategy
4. Marton Civic Centre
5. Taihape Town Hall / Civic Centre
6. Taihape Amenities Building
7. Taihape Grandstand
8. Lake Waipu Improvement and Ratana Wastewater Treatment Project
9. Regional Treatment Plant Consenting Programme

The miscellaneous section of this report contains information or requests for decision on projects not included in the list above.

1. Marton to Bulls Wastewater Centralisation Project






Project Status			
<p>The Marton to Bulls wastewater centralisation scope includes 4 subprojects:</p> <ul style="list-style-type: none"> A. Construction of a wastewater transfer pipeline from Marton Wastewater Treatment Plant to Bulls Wastewater Treatment Plant B. Purchase of land in the Bulls area to dispose of treated wastewater and install irrigation infrastructure C. Consenting for the activities D. Upgrades of the treatment plants at Marton and Bulls <p>Construction is complete for subproject A. Practical Completion inspection has been completed by RDC. There is one piece of sidewalk that needs replacement, which is being fixed once the weather is a bit more settled but still within the defects liability period for the contract.</p> <p>Low Environmental Impact (LEI) continue to project manage the wider project, with the Group Manager Assets and Infrastructure holding the design authority for the solution. The Group Manager Assets and Infrastructure will commission peer review of the solution should this be required.</p> <p>A 'Project Update Group' (PUG) has been formed as part of the progression of this project. The function of this group is to provide regular updates on project progress. The first PUG meeting will be arranged for December.</p>			
Project Budget	\$25,000,000	Project Spend	\$7,564,792
Estimated Costs to Complete	\$17,435,208	Forecast Cost at Completion	\$25,000,000
% Spent of Forecast Cost	30%	Variance Forecast Cost / Budget	0%
Project Start Date (MM-YY)	06-20	Project Completion Date (MM-YY)	06-25
Metric	Trend	Comment	
Health and Safety		No near misses or lost time injuries to report.	
Programme		<p>The overall programme for the entire project (all four subprojects) is five years starting in 2020, and the target end date is June 2025. The part of the pipeline that was funded by the 3-water stimulus funding was complete on 30 April 2022 – the deadline for spending this funding was 30 June 2022.</p> <p>The delays in forming the PUG as a result of the election process have delayed the commencement of community and farmer engagement. The Christmas holiday period will contribute further delay. This means that the community contribution to broad design selection will not be completed until at least late May 2023 which delays the entire project by almost 12 months from original plans.</p>	

Cost		<p>The budgets for all sub-projects will be assessed when land has been sourced.</p> <p>\$3,880,000 of the pipeline cost has been agreed to be funded by DIA through the 3-waters stimulus funding.</p> <p>As part of the government's 3 Waters programme approximate capital costs and timing over the next 30 years were supplied to DIA to inform the future 3 Waters Services Entity's budgeting and planning. It should be noted that the timeframes and costs are different (significantly higher) from that of the LTP due to aiming for the ideal of 100 % discharge to land and large storage ponds. It is unclear whether these will be accepted by the WSE and what financial impact this will have on Council's ratepayers.</p>
Quality		<p>Crown Infrastructure Partners (CIP) who are overseeing the DIA funded projects have funded Alta (construction management specialists) to support the project team with tendering of subproject A and be the Engineer to Contract. Council have engaged Kingston Infrastructure Ltd to be the on-site project liaison and Engineers Representative, to support delivery and verify construction milestones.</p>
Risk		<p>The risk of not finding suitable disposal land (sub-project B), and of difficulties with feasibility of construction remains.</p> <p>There is a risk of the granting of the resource consent for open trenching being delayed due to the workload of Iwi at the moment and challenges with their capacity.</p> <p>The delays in commencing engagement and knock-on delays in seeking consents risk enforcement action from Horizons for failing to meet previously agreed timeframes. This has legal, reputation, environmental, iwi relationship, and financial implications.</p>
Tasks completed		<p>Completion of the pipeline, with PC being given. Small defects (fixing some sidewalk and roading) will be fixed in upcoming months.</p> <p>Design of pipe bridge continuing.</p> <p>Project management and forward planning activities are on-going.</p> <p>Background information and interpretation are on-going.</p> <p>LEI has prepared an interactive Land Suitability Assessment map for the area along the new wastewater transfer pipeline and between Bulls and the coast. The map will be accessible to Council staff and potentially the public via a shared online dashboard.</p> <p>Project Update Group (PUG). Following the election of the new council, the council has made appointments to the PUG, namely the Mayor, Cr Carter, Cr Dalgety, Cr Raukawa and Cr Wilson. First PUG meeting will be scheduled for end November or early December</p> <p>Little and Loud are developing the communications strategy and public branding for the project to be used during community engagement.</p> <p>Iwi consultation meetings have occurred and they now have representatives embedded into the project control team who meet fortnightly.</p> <p>Procurement plan is with Council to be finalised and adopted as appropriate for the phases prior to lodging consent applications.</p>

ITEM 11.3






Tasks forecast	First meeting for PUG to be scheduled for end November / early December. Fourth Iwi consultation meeting booked in for 29 November 2022. Continuation of communications and community/farmer engagement plans. Continue to gather and interpret background information relevant to future designs and consents.
----------------	--

2. Marton Industrial Park and Rail Hub

Project Status			
<p>The Marton Rail Hub (MRH) project is a Rangitikei district Council sponsored initiative to establish a rail hub and, in partnership with private investor/s, a log yard on currently rural designated land parallel to Makirikiriri Road, Marton.</p> <p>The MRH has the potential to generate additional economic benefit to the area by attracting businesses who see a real benefit in moving materials and products via rail rather than road.</p> <p>This wider opportunity requires a change to the District Plan by rezoning 65Ha from rural to industrial use. The rail hub and log yard operation will occupy part of this rezoned area, with future development dependent on private investment.</p> <p>The District Plan change is currently before the Environment Court and is ongoing.</p> <p>The timeline for the Court decision is open ended. However, to minimise programme delay, design in support of Resource Consent submissions (assuming a positive Court outcome) is progressing in parallel.</p> <p>The Council is investing \$0.75M and has secured an additional \$9.1M grant funding from central government.</p>			
Project Budget	\$9,850,000	Spend to Date	\$2,833,091
Estimated Costs to Complete	\$7,016,909	Forecast Cost at Completion	\$9,850,000
% Spent of Forecast Cost	29%	Variance: Forecast Cost / Budget	0%
Project Start Date (MM-YY)	11-20	Project Completion Date (MM-YY)	05-24
Metric	Trend	Comment	
Health and Safety		No near misses or lost time injuries to report.	
Programme		Project completion of 05/24 is at risk due to the open-ended Court timeline. The MRH programme will be reviewed following the Court decision. Mitigation: Design in support of Resource Consent being progressed.	
Cost		Forecast aligns with approved Council and PGF funding provision.	
Quality		Design deliverables align with business case.	
Risk		Programme is key risks. Mitigations described above.	
Tasks completed	Environment Court submissions completed. Project financial audit completed. Contracts requiring variation identified. Resource consent-level design 60% complete.		
Tasks forecast	Resource consent-level design continues.		

3. Marton Water Strategy

ITEM 11.3

Project Status			
<p>The Marton Water Strategy has been developed with the establishment of a new bore as its foundation which will replace the current source for potable water for Marton (currently sourced from the dams). The strategy comprises of three sub-projects:</p> <p>Sub-project A: Construction of new raw water bore Sub-project B: Design of a new treatment plant and consenting Sub-project C: Construction of new treatment plant</p> <p>Once all sub-projects are completed, Marton will be provided with potable water without the unpleasant smell and taste that currently occurs at certain times of the year, and meets the NZ Drinking Water Standards.</p> <p>Sub-projects B and C will commence when sub-project A is near completion. At this stage, staff will look at options for the use of the dams once we are drawing Marton water from a bore. This will include looking at restoring flow to the Tutaenui Stream. All work is expected to be completed by the end of 2024.</p>			
Total Project Budget	\$11,000,000	Spend to Date	\$420,949
Estimated Costs to Complete (sub-project A)	\$1,579,051	Forecast Cost at Completion (Sub-project A)	\$2,000,000
% Spent of Forecast Cost	21%	Variance: Forecast Cost / Budget	0%
Metric	Trend	Comment	
Health and Safety		Physical construction work on the bore has started. No concerns. Site is well maintained. Public well protected from the activity of the drillers. Induction process is adequate. Regular Toolbox meetings held on site by drillers to identify any new hazard/risks.	
Programme		Enabling work has been completed. Bore construction contractor established on site.	
Cost		The most significant projected cost at this point is for the bore construction contract. The total Marton Water Strategy budget is not affected as the costs for sub-projects B and C are currently unknown.	
Quality		This is in line with the contract, outcomes, and expectations. Environmental protections in place. Quality of materials is of specified requirements.	
Risk		Iwi engagement is fundamental at this stage of the project to ensure the approach, location and design are acceptable to local Iwi. Minor delays if screens cannot be removed in a timely manner.	

Tasks completed	<p>Drilling depth achieved up to the 17/11/22 was 148m.</p> <p>First aquifer at 228m was approx. 5m deeper than surrounding bores in the area.</p> <p>Screens placed for constant rate testing (7 Nov).</p> <p>Constant rate test result was 8 L/s, bore producing well.</p> <p>Samples have been taken and sent for lab testing. Results expected in week of 14 Nov.</p>
Tasks forecast	<p>Remove screens from bore.</p> <p>Once the screens are removed the plan is to drill on from the first aquifer</p> <p>Increase public comms on Council's website and local signage relating to the project.</p> <p>Prepare tender for design of treatment plant (Sub-project C).</p>

4. Marton Civic Centre

Project Status

The current Council civic buildings in Marton are earthquake prone and are required to be strengthened to meet government legislation. Council purchased several heritage buildings in Marton's town centre with the option to restore the buildings and use them as a replacement Civic Centre/library/community hub/emergency operations centre.

To identify the best way forward, a Better Business Case (BBC) was undertaken to help Council better plan the projects. A Better Business Case allows Council to make an informed decision on moving forward based on defined problems and objectives. The goal is for smart investments that have the most value for money and therefore biggest impact for our community.

The shortlist options have been presented to Council in the September 2022 meeting. Due to rising construction costs, only the bare minimum option was within the LTP budget. Council did not endorse any option and requested staff to investigate a change in scope to upgrade the existing facilities at 46 High Street and the current Library building. Council also requested staff to investigate finance consequences should an additional \$15m be added to the LTP budget.

This new option will be taken back to council early 2023 and Council will decide on the options that will be presented in the Annual Plan consultation in April 2023.

Note: Some investigative cost occurred in 2019 which was not allocated to the LTP budget and is therefore not shown in the data below.

Project Budget	\$20,000,000	Spend to Date (since 2021 LTP)	\$170,158
Estimated Costs to Complete	Unknown	Forecast Cost at Completion	Unknown
% Spent of approved budget	%	Variance: Forecast Cost / Budget	0%
Project Start Date (MM-YY)		Project Completion Date (MM-YY)	Unknown






Metric	Trend	Comment
Health and Safety		Construction has not yet started
Programme		Project scope has not yet been confirmed, LTP planned for this project to be completed in year 2-4, this is unlikely to be achieved.
Cost		Project scope has not yet been confirmed, LTP budget is \$20,000,000.
Quality		Project scope has not yet been confirmed
Risk		Project scope has not yet been confirmed

Tasks completed	Architect has been engaged for concept design for the new option. Site Visit with architects has been conducted.
Tasks forecast	Strengthening Design is being continued for current Marton Civic Building and the Library building. Work to continue with the architects to complete concept design for upgrading existing facilities. Financial analysis to be undertaken






5. Taihape Town Hall / Civic Centre

Project Status			
<p>Council included costs for the refurbishment of the Taihape Town Hall within the 2021-31 LTP. Since the LTP was adopted, the Town Hall and Library was closed due to the earthquake risk posed to staff and the public (the detailed seismic assessment report provided a rating of only 10% of National Building Standard).</p> <p>Council have started the process for a Better Business Case to provide exploration and objective analysis of possible options. The business case is intended to enable fully informed investment decisions that will optimise value to the Council, to the people of Taihape, and to the district.</p> <p>Staff are to present options to Council in December 2022, including the unsolicited offer received to strengthen the grandstand independently of Council’s procurement process.</p>			
Project Budget	\$9,700,000	Spend to Date (since 2021 LTP)	\$29,786
Estimated Costs to Complete	Unknown	Forecast Cost at Completion	Unknown
% Spent of approved budget	%	Variance: Forecast Cost / Budget	0%
Project Start Date (MM-YY)		Project Completion Date (MM-YY)	Unknown
Metric	Trend	Comment	
Health and Safety		Construction has not yet started	
Programme		Project scope has not yet been confirmed, LTP planned for this project to be started from year 4.	
Cost		Project scope has not yet been confirmed, LTP budget is \$9,700,000.	
Quality		Project scope has not yet been confirmed	
Risk		Project scope has not yet been confirmed	
Tasks completed	Procured architect has been engaged for concept design of the three shortlisted options. Site Visit with architects has been conducted.		
Tasks forecast	Strengthening Design is being continued for the Town Hall. Work to continue with the architects to complete concept design for the three options. Business Case to be completed when concepts of options have been received. Assessment of unsolicited offer to strengthen town hall.		





6. Taihape Amenities Building

Projects Status			
The scope of this project is the construction of a new Taihape Amenities Building. Construction began in March 2022.			
Staff were successful in applying for external funding: \$40,000 from Four Regions Trust and \$374,000 from the Lotteries Funding.			
Project Budget	\$4,648,757	Spend to Date	\$1,964,596
Estimated Costs to Complete	\$2,684,161	Forecast Cost at Completion	\$4,648,757
% Spent of Forecast Cost	42%	% Contingency within budget committed	62%
Project Start Date (MM-YY)	11-2020	Project Completion Date (MM-YY)	02-2023
Metric	Trend	Comment	
Health and Safety		No near misses or lost time injuries to report.	
Programme		Construction started March 2022. There is still a risk of delay caused by COVID sicknesses and seasonal weather events. The contractor is working on reducing the programme, current completion is expected to be February 2023.	
Cost		Staff are being vigilant on scope changes and monitor the budget and contingencies closely.	
Quality		New building construction work only started when all design was completed, and scope confirmed (lessons learned from Bulls Te Matapihi).	
Risk		There is a risk of delay caused by contractors or subcontractors being off due to COVID and potential delays caused by weather events. The contractor is managing site activities closely as there will be a large number of subcontractors on site at the same time over the next couple of months.	
Tasks completed	Construction continues. Communication updates on various channels. Steel Framework has been installed and Roof installation has started.		
Tasks forecast	Construction to continue. Roof construction of the building to be completed and interior work to start. Communication to continue. Staff are starting on planning the opening of the building for early 2023 and will prepare comms and plans for this occasion.		


7. Taihape Grandstand

Projects Status			
<p>The scope of this project is the detailed design of the endorsed strengthening concept design for the Taihape Grandstand.</p> <p>Design has been completed for the strengthening of the Grandstand. \$1m was allowed for the Grandstand in the 2021 LTP. Current projections of project costs are estimated to be well above committed budget. Therefore, additional funding will have to be secured or alternative options for strengthening will need to be considered.</p> <p>Staff are keeping the Taihape Heritage Group Grandstand Subcommittee updated and have a meeting planned for the 16th November in Taihape. A further report will be brought to the December 2022 Council meeting and decision by Council will be sought on the list of alternative options to move ahead.</p>			
Project Budget	\$1,000,000	Spend to Date	\$229,494
Estimated Costs to Complete	Unknown	Forecast Cost at Completion	Unknown
% Spent of Forecast Cost	Unknown	Variance: Forecast Cost / Budget	0%
Project Start Date (MM-YY)	11/2020	Project Completion Date (MM-YY)	Unknown
Metric	Trend	Comment	
Health and Safety		No near misses or lost time injuries to report.	
Programme		Programme to be established once a way forward has been decided by Council	
Cost		The \$1m budget for the Grandstand includes investigation, staff time, design, consenting, and some construction works.	
Quality		Construction work to be designed in accordance with all standards and building regulations.	
Risk		There is a risk of poor public perception of the grandstand strengthening. Public consultation has been undertaken to reduce the risk.	
Tasks completed	Report was brought to Council in September showing an overview of the project costings and strengthening design. Continue to work on communication with the public, to ensure the public are being given accurate information on programme. Submission to Heritage listing proposal has been sent.		
Tasks forecast	Option analysis and next steps to be presented to Council in December 2023.		






8. Lake Waipu Improvement and Ratana Wastewater Treatment Project

Project Status			
<p>This project has been a collaborative effort involving local iwi, RDC, HRC and the community of Ratana, and is partly funded (46%) by Ministry for the Environment (MfE). The project is to remove treated effluent from Lake Waipu and to dispose of it to land. The project started on 1 July 2018 with an agreement with the Ministry for the Environment (MfE) and has an estimated duration of 5 years. Construction will need to be completed by December 2023.</p> <p>An application for a new consent was lodged in April 2018, and this application allows RDC to proceed under existing use rights with the current consent conditions to discharge treated wastewater into lake Waipu until such time as a new consent application for land disposal can be submitted.</p> <p>The scope of this project includes purchase of land for disposing of treated wastewater (instead of discharge to Lake Waipu), the installation of irrigation equipment and an upgrade of the existing Rātana Pā wastewater treatment plant.</p>			
Project Budget	\$2,425,000	Spend to Date	\$296,735
Estimated Costs to Complete	Unknown	Forecast Cost at Completion	Unknown
% Spent of Forecast Cost	Unknown	Variance: Forecast Cost / Budget	0%
Project Start Date (MM-YY)	07-18	Project Completion Date (MM-YY)	12-23
Metric	Trend	Comment	
Health and Safety		No near misses or lost time injuries to report.	
Programme		The irrigation and construction methodology are being planned now. The application for resource consent will be lodged in November 2022 which is behind schedule. The delay has been caused by the requirement for some extra groundwater analysis and testing, with difficulties to get a contractor to complete the test holes in a timely manner. Construction will need to be completed by December 2023.	
Cost		The 2020-21 Annual Plan and the 2021-2031 Long Term Plan included \$1.55m budget spread across various line items for this project. \$875,000 is being granted to RDC by Horizons Regional Council out of the funding they will receive from the Ministry for Environment, which is included in the budget. Actual construction costs can only be finalised once all detail has been specified or designed and the resource consent conditions are known. The costs are expected to be more than the current estimates when looking at cost escalation trends of the construction market in the last couple of years, however staff are evaluating all potential solutions to minimise (or eliminate) any budget overspend.	
Quality		No concerns to date.	

ITEM 11.3

Risk	 <ul style="list-style-type: none"> • Wetland Delineation Report confirmed two natural wetlands • Tight timeframe to get work completed by December 2023, for MfE funding for the project. Council is working with consultants to assist with planning the forward works programme. • Land constraints to be worked through as part of design. • Proximity to Whangaehu River, degree of interconnection between groundwater and the river to be worked through as part of the Assessment of Environmental Effects (AEE). • Ongoing discharge to waterway and ultimately Lake Waipu raised by Regional Council may be grounds for public notification of the consent application (or limited notification) • Best location for the storage reservoir, understanding implications of site selection and avoiding additional consent requirements • There is a risk of unforeseen requirements or consent conditions imposed on RDC • The approved budgets might not be sufficient to cover the full cost of the upgrade.
Tasks completed	<ul style="list-style-type: none"> • Installation of the monitoring bores has been completed. This will help to get clarification on the existing environmental conditions and help with on-going monitoring. Results have informed the draft groundwater report. • Drafting of the preliminary irrigation design including sizing of storage has now been completed and the draft irrigation report has been reviewed. • Pipeline initial design and progress the wastewater design, working on additional cost estimates. • Landowner negotiations for the easements required for the new pipeline have commenced. • Ecological and restoration plan reports have been received and are currently under review.
Tasks forecast	<ul style="list-style-type: none"> • Finalisation of all engineering reports to inform the AEE. • Drafting of the resource consent application/ AEE, intention is to lodge • Onsite groundwater sample collection to be continued throughout the consenting period. • Submit the resource consent application and follow up on progress • Iwi hui to be organised once the consent application is lodged the consent prior to 18th November. • Budget update report to be brought to council for decision (after consent conditions are know)

9. Regional Treatment Plant Consenting Programme

Programme Status			
<p>A consultant (WSP) has been engaged to deliver a programme of treatment plant consents for Rangitikei District Council. The contract is for four years.</p> <p>The outcome of this programme is current consents on all treatment plants, which can be regularly complied with. This will resolve non compliances with our regional council consents.</p> <p>Variations to date include:</p> <ol style="list-style-type: none"> 1) Taihape Water Treatment Plant optimisation (\$32,350) – approved in November 2021 under resolution 21/RDC/411. 2) Hunterville Wastewater Treatment Plant new consent – noted under resolution 21/RDC/322 that a new consent will be sought. Costs will be presented to Council for approval once known (expected February 2023). 			
Project Budget	\$475,030	Spend to Date	\$266,223
Estimated Costs to Complete	\$208,807	Forecast Cost at Completion	\$475,030
% Spent of Forecast Cost	56%	Variance: Forecast Cost / Budget	0%
Project Start Date (MM-YY)	04-21	Project Completion Date (MM-YY)	12-23
Metric	Trend	Comment	
Health and Safety		WSP (Contractor) Health and Safety Plan prepared prior to site visits	
Programme		Ratana programme revised now that land purchase area secured, looking to lodge application in November 2022, behind desired schedule as needed to do groundwater monitoring prior to lodging consent. Bulls WTP lodged in time to secure s124b existing use rights. Hunterville WWTP request for assistance, programme to be established.	
Cost		Forecast completion cost is on budget, various variations prepared. Technical assessments price for Ratana WWTP were greater than provisional sum estimates but agreed with PMO.	
Quality		No concerns to date.	
Risk		<p>Risk 1: Programme – slight delays to start while waiting on information to be provided for some sites (flow and quality data). Ability to re-establish programme.</p> <p>Risk 2: Scope creep – nothing identified at this stage, early variations identified by RDC.</p> <p>Risk 3: Cost of upgrades. Not known at this stage, needs to be balanced against stakeholder expectations. Watching brief to be kept</p> <p>Risk 4: Delivery of Cultural Impact Assessment (CIA). Continue to work with iwi to understand information requirements and implications as they come to hand. Ongoing consultation is allowed for.</p> <p>Risk 5: Legislative changes. Various legislation changes have occurred since most of the consents of existing sites were approved. Need to ensure that</p>	

ITEM 11.3



















	<p>information within consent applications is fit for purpose to be able to evaluate against legislative requirements.</p> <p>Risk 6: Horizons Regional Council have indicated that consider the discharge to the unnamed tributary which ultimately discharges to Lake Waipu to be part of the application for Ratana WWTP. As environmental effects associated with this are considered to be more than minor raises risk of public notification of the consent application which could extend timeframes associated with receiving a decision for the application.</p>
Tasks completed	<p><u>Ratana WWTP</u> For details, see project 8. Lake Waipu Improvement and Ratana Wastewater Treatment Project</p> <p><u>Taihape WWTP</u></p> <ul style="list-style-type: none"> • Technical task briefs confirmed. • WSP finalised pricing for AEE preparation and sent process OOS report to RDC. • Data analysis for treatment process review and water quality assessment. <p><u>Taihape WTP</u></p> <ul style="list-style-type: none"> • Substitution request has been approved. <p><u>Bulls WTP</u></p> <ul style="list-style-type: none"> • Continuing to follow up Ngāti Raukawa ki te Tonga • Responses from hydrologists collated into section 92 response letter
Tasks forecast	<p><u>Ratana WWTP</u> For details, see project 8. Lake Waipu Improvement and Ratana Wastewater Treatment Project</p> <p><u>Taihape WWTP</u></p> <ul style="list-style-type: none"> • Next hui organised for 16th of November. • Continuing data analysis for treatment process review and water quality assessment. • Meeting with operations staff to discuss short term maintenance (if variation approved) <p><u>Taihape WTP</u></p> <ul style="list-style-type: none"> • Commence storage options review work, commencing with meeting with staff • Update Horizons regarding progress <p><u>Bulls WTP</u></p> <ul style="list-style-type: none"> • Waiting for iwi to respond. Continue to request response, may suggest face to face hui if required, can liaise with Te Roopuu Ahi Kaa Komiti for assistance.

Miscellaneous**1. Papakai Pump Station**

The construction contract is currently being negotiated with Fulton Hogan Limited (Preferred contractor). The commencement date for physical works is being negotiated with the preferred contractor. The transformer is being ordered from Downer. Community engagement is continuing with Iwi and local Taihape interest groups/individuals.

2. Marton Memorial Hall

Bathroom upgrade and new fire exit door are complete. Bathroom extraction fans and required fire door electrical work will be completed along with the installation of the HVAC system. Heating and cooling unit will be installed within the next couple of months, there had been delays in receiving the unit from the supplier.

Legend			
Budget			
+/- 0-5% of Budget	Unchanged 	Risk increasing towards Amber 	Risk decreasing away from Amber 
+/- 6-15% of Budget	Unchanged 	Risk increasing towards Red 	Risk decreasing away from Red 
+/- >15% budget variance	Unchanged 	Risk increasing 	Risk decreasing 
Programme			
Completion Date not Affected	Unchanged 	Risk increasing towards Amber 	Risk decreasing away from Amber 
Up to three months delay to Completion Date	Unchanged 	Risk increasing towards Red 	Risk decreasing away from Red 
More than three months delay to Completion Date or Critical Date at risk	Unchanged 	Risk increasing 	Risk decreasing 

Recommendation 1

That the Project Management Office Report – November 2022 be received.

11.4 Options for Council to Incentivise Affordable Housing

Author: Jaime Reibel, Strategic Advisor - Economic Development

Authoriser: Jo Manuel, Manager Community Development

1. Reason for Report

1.1 Council has a key role to play in facilitating economic growth and in delivering on the four well-beings¹ to residents. Housing is an important component of each of the four well-being areas and contributes strongly to economic growth. The need for the provision of an increased supply of affordable (low-priced) housing throughout the district is widely felt and understood. This report provides options for Council's consideration to incentivise and guide the provision of an increased amount of affordable housing to respond to current and future demand.

2. Context and Background

2.1 As with much of the rest of the country, Rangitikei District experienced a rapid increase in housing prices in 2017 – 2021, while experiencing falling and historically low mortgage interest rates. This created a sellers' market, with property selling very rapidly, driven by buyers' FOMO (fear of missing out), and first home buyers and low – middle income earners becoming increasingly priced out of the market and unable to achieve home ownership. In 2020 - 2021 Government stimulated demand for goods and services, including housing, with wage and business subsidies during several years of lockdowns and traffic light limitations to keep the economy from collapsing due to the Covid-19 pandemic.

Starting at the end of 2021 and continuing through 2022 the real estate market in the district shifted to a buyer's market as house prices have fallen and sales have slowed down appreciably. The economy is looking increasingly weak in the face of high inflation and the rapidly increasing cost of living, while mortgage interest rates have increased dramatically in reaction to the Reserve Bank raising the OCR rate² to try to bring down inflation to the 1 -3% range it is tasked with maintaining.

Rapidly increasing house prices (2017 – 2021) and rising inflation and mortgage interest rates (2021 - 2022) have negatively impacted the ability of first-time buyers and low – medium income earners to acquire affordable housing over the past five years. This has been aggravated by the very limited supply of new affordable housing stock that has been built and brought to the market in recent years in the Rangitikei. In large part this has been due to escalating land values, the increasing cost of building supplies due to shortages, supply chain constraints and developers maximising their profit by building expensive homes rather than less profitable lower-cost ones.

All these factors have combined to increase the demand for affordable housing, while limiting the ability to satisfy that demand, on the part of first-time home buyers, singles, low – middle income working families, seniors, and retirees.

2.2 Change in the Traditional Roles and Functions of Local Government

¹ Social, economic, environmental, and cultural.

² The Official Cash Rate is the wholesale rate that banks pay to borrow money, which influences the level of economic activity and inflation in the country.

In 2021, Government announced a Review into the Future for Local Government to examine New Zealand's system of local democracy and governance and how it should develop over the next 30 years to improve community well-being, strengthen the environment, and enhance the Treaty partnership. As the Review moves forward it is likely to lead to a shift in Council's primary focus from the provision of infrastructure (the three waters – potable water, sewage water and storm water - and roading) to the four well-beings.

Similarly, as the Three Waters Reform launched by Central Government progresses, starting in 2024 it is expected Council will no longer be the entity that delivers drinking water, wastewater, and stormwater services to residents. These services currently represent approximately 38% of Council's 2022/2023 budget (operations + capex). Their removal from Council's mandate and delivery by a larger, consolidated regional body could also contribute to an increased level of delivery to the community in the four well-being areas as Council readjusts its priorities.

2.2 Council Economic Development Strategy 2020 – 2050

In its 30-year forward-looking Economic Development Strategy, Council prioritised five key growth areas. One of them was to *Expand and diversify housing stock*.

2.3 Council Housing Strategy 2021 – 2031

In 2021, Council developed a 10-year Housing Strategy that provided a discussion of need and options for Council intervention (or not) in eight housing sectors within the district. Relevant to this report were Social Housing (subsidised rentals for residents on the Ministry of Social Development Public Housing Register) and Privately-Owned Homes, including affordable (low-cost) housing for low-medium income families pursuing home ownership through rent-to-buy and shared equity programs.

2.4 Long Term Plan 2021 – 2031 Consultation

Under *Key Choice 3, How should we fund our economic development?* of the LTP consultation with residents, Council stated, "We know that our District needs more housing to promote the wellbeing of our communities and support expansion and growth of businesses in the area. We want to facilitate and promote the increase of housing stock however we can."

2.5 Council Housing Workshops

In February and March 2022, two half-day workshops were held for Elected Members to discuss the existing needs in the eight housing sectors described in the Council Housing Strategy 2021 – 2031 and the roles that Council could potentially undertake to address those needs, along with other partners.

2.6 Annual Plan 2022/23 submissions

Several Annual Plan 2022/23 submissions were received from residents and community organisations concerning the funding of social housing and the subdivision of land to create sections for sale for residential housing in Taihape and the rest of the district, including for social housing.

2.7 Housing Business Case

Subject to receiving funding from its "Better Off" funding application to Central Government in September 2022, Council has resolved to expand the scope of the terms of reference for a housing business case to incorporate the points raised by the Annual Plan housing submissions to provide options for an increased number of residential sections throughout the district.

3. Discussion and Options Considered

3.1 For purposes of this discussion affordable housing is defined as low cost, privately-owned housing relative to the average house price in the Rangitikei (currently \$484,785³) that low-medium income singles or families wish to acquire. Families may include first home buyers, couples with or without children, extended, merged and multi-generational families, key (essential) workers, and seniors, retirees, and the elderly.

3.2 Neighbouring Councils' Efforts to Incentivise Affordable Housing

In addition to the enabling regulatory role that all Councils play in the implementation of District Plans (in the provision of resource and building consents), the following table indicates the main areas that neighbouring councils focus on to incentivise affordable housing.

Hastings District Council sets the gold standard for strategies, initiatives, and delivery (to scale) of affordable housing programs, but all the Councils below face a similar shortage in the supply of affordable housing, with an increasing demand for the same, and are committed to exploring many of the same approaches to address the imbalance.

Council	Mixed Density Housing Partnerships	Make It Easier to Build Infill or Medium Density Housing	Land Development Partnerships/Sale of Sections to a CHP	Support New Ownership Models ⁴
Manawatū District Council ⁵	Investigating		Investigating	
Horowhenua District Council ⁶	Investigating	Yes - Streamlined Housing Process ⁷	Investigating – using surplus Council-owned land	
Ruapehu District Council ⁸	Yes		Yes	Yes - for key workers
Palmerston North City Council		Consulting on a District Plan Change ⁹	Yes ¹⁰	

³ Infometrics, Regional Economic Profile, Rangitikei District, November 2022.

⁴ Including Rent-to-Own, Shared Ownership, Land Lease/Rental and Right to Occupy models.

⁵ Manawatu District Housing Strategic Action Plan 2022

https://www.mdc.govt.nz/_data/assets/pdf_file/0030/17679/Housing-Strategic-Action-Plan_V15-with-people.pdf

⁶ <https://www.horowhenua.govt.nz/files/assets/public/council-projects/housing-action-plan-web.pdf>

⁷ <https://www.horowhenua.govt.nz/Services/Building-Planning-Services/Planning/Resource-Consents/Streamlined-Housing-Process>

⁸ <https://www.ruapehudc.govt.nz/repository/libraries/id:2dyphjrmg1cxby65trfv/hierarchy/sitecollectiondocuments/st-rategies/Public%20and%20Affordable%20Housing%20Asset%20and%20Tenancy%20Management%20Strategy%202020.pdf>

⁹ <https://www.pncc.govt.nz/Participate-Palmy/Have-your-say/Proposed-Plan-Change-I>

¹⁰ <https://www.pncc.govt.nz/News-Events/News/Affordable-housing-a-priority-for-Palmy>

Whanganui District Council ¹¹		Yes – through rezoning	Yes – using Council-owned land	
Hastings District Council ¹²	Yes	Yes	Yes	Yes

The difference in their results to-date appears to be related to:

- the amount of buildable, disposable land they own and can leverage.
- how much rates-based funding they can provide and long-term debt they are willing to take on.
- the amount of non-rates-based finance in the form of contestable grants they can raise from Central Government. Councils that have been successful in raising funding have been able to closely align their affordable housing initiatives with high-visibility national Government strategies.
- the level of staff/contractor resources they have committed to drive the process.
- the extent and quality of the relationships and the partnerships they have established with Central Government (MBIE, MHUD, Kainga Ora, etc.), landowners, developers, investors, Community Housing Providers (CHPs), Iwi and Hapū and relevant stakeholders (churches, social service providers, community organisations, not-for-profits, etc.).

3.3 Actions RDC Could Take to Incentivise Affordable Housing in the District

The following table presents potential actions, grouped by major intervention areas, that Council could take to incentivise the development and delivery of affordable housing in the district, as well as the roles it could play.

The colour-coded table is based on the four roles previously workshopped with Elected Members in February and March 2022¹³, those being Facilitator (blue), Enabler (purple), Partner (green) and Implementer (orange). Column entries written in white indicate that Council already undertakes that option; if they are written in black, they indicate that Council could consider undertaking that option.

¹¹ <https://www.whanganui.govt.nz/files/assets/public/plans/housing-investment-plan-2021-2031.pdf>

¹² <https://www.hastingsdc.govt.nz/assets/Document-Library/Strategies/Hastings-Medium-and-Long-Term-Housing-Strategy/Hastings-Medium-and-Long-Term-Housing-Strategy.pdf>

¹³ Please see *Workshop to Discuss Roles to Influence and Create Positive Housing Sector Outcomes* (17 February 2022) [http://intranet/RDCDoc/Community/ED/layouts/15/WopiFrame.aspx?sourcedoc=/RDCDoc/Community/ED/Strategy%20and%20Governance%204ED5/Potential%20Council%20Roles%20PPT%20\(10%20Feb%202022\).pptx&action=default](http://intranet/RDCDoc/Community/ED/layouts/15/WopiFrame.aspx?sourcedoc=/RDCDoc/Community/ED/Strategy%20and%20Governance%204ED5/Potential%20Council%20Roles%20PPT%20(10%20Feb%202022).pptx&action=default)

Options for Council to Incentivise the Provision of Affordable Housing

COUNCIL AS A FACILITATOR	COUNCIL AS AN ENABLER	COUNCIL AS A PARTNER	COUNCIL AS AN IMPLEMENTER
Technical Assistance			
Provide institutional strengthening and build the governance and operational capacity of not-for-profit housing developers ¹⁴ .			
Assist not-for-profit housing developers to raise funding to purchase land and build affordable housing and link them to potential public funders and third sector donors (foundations, charitable trusts, corporate social responsibility departments, etc.).			
Enabling Environment			
	Introduce changes to the District Plan to support housing intensification and higher density development (which could		

¹⁴ Social housing providers, Iwi/Hapū, and civil society organisations, such as churches, community committees or boards, local social service and welfare agencies, and clubs, membership, and fraternal organisations (e.g., Rotary, Lions Club, Masonic Lodges, etc.).

	include smaller section size, semi-detached housing, townhouses, cluster housing, tiny home developments, apartment houses), promoting more affordable housing.		
	Introduce inclusionary housing rules into the District Plan to ensure residential subdivisions and developments pay an 'affordable housing financial contribution' or alternatively, set aside 10 – 30% of sections for affordable housing. The money that is raised could fund not-for-profit housing developers to purchase land to develop for affordable housing or Council could do it directly.		
	Provide loan and grant application character references for not-for-profit housing developers committed to the provision of affordable housing.		
	Serve as a guarantor of affordable housing loans or a pass-through funder (of low-interest loan money from such sources as the Local Government Funding		

ITEM 11.4

ITEM 11.4

	Agency) on behalf of not-for-profit housing developers for affordable housing projects.		
	Strengthen and expand the provision of infrastructure to support residential growth, including affordable housing.		
Resources & Assets			
	Enter into development agreements with developers that offer them incentives such as rates remissions, reduced planning consent fees, reduced or waived development levies, land swaps, planning gain payments (approvals for higher density and building close to roads, approval for minor dwellings and larger dwelling offsets, etc.) to create an agreed percentage of sections that will be sold at a reduced price for affordable housing.	Form partnerships, contributing assets (pensioner flats, land, grants, or low interest loans) or other forms of support (loan guarantees, references, technical assistance, rates remissions and consent fee & development agreement waivers, staff time, consultants, etc.) that increase the delivery of affordable housing to scale.	Purchase land for future development of affordable housing (land banking). Banked land can also be sold as its value increases, with the capital gain invested in an increased level of affordable housing.
	Offer housing density bonuses to developers (so that Council can save money by more efficiently developing infrastructure).	Council-owned land could be donated, leased, or sold at market-determined or concessionary prices to housing developers to elicit a <i>quid pro quo</i> to develop an agreed level of	Purchase land (with or without housing, which can be relocated) that Council can sub-divide to create inexpensive buildable sections. Sections may be on-sold to build affordable housing (with

		affordable housing. A downward ratcheting scale of lower section prices can be used to trigger the development of an increasing number of affordable houses.	a price cap) that by regulation can only be sold to low-medium income households.
	Waive all or a portion of resource and building consent fees to stimulate developers to build affordable housing.	Enter into a partnership to create an affordable pilot housing development of relocatable, prefabricated, modular or tiny homes. Council's contribution could include land, foot paths or other infrastructure, rates remissions, planning and building consent waivers, development agreements, etc. Small, individually leased or purchased sections could have services at their boundary, be well-landscaped and attractively laid out. Upon proof of concept the development can be promoted to investors, developers, and social housing providers to replicate.	Purchase affordable homes (house banking) and establish who can buy them (low-medium income families) and at what price. Alternatively, affordable homes purchased by Council can be leased, on-sold, swapped (for land earmarked for affordable housing) or donated to housing developers to then lease or sell them to low-medium income families.
	Fund some or all pre-development costs (planning, design work, architectural drawings) to stimulate the building of affordable housing by not-for-profit housing developers.		Offer Council-owned sections on long-term lease to low-middle income individuals and families who wish to own their own home. This will greatly reduce the up-front entry cost of the

ITEM 11.4

			property, making it much more affordable.
	Offer low interest loans to investors and developers to rehabilitate older buildings in town centres (if they are fit-for-purpose and earthquake strengthened) to create apartments and condominiums or to build new apartment buildings and townhouses that offer affordable urban housing options, eliminating or greatly reducing land costs and driving an increased efficiency in the provision of infrastructure.		
	Council could repurpose its surplus town centre buildings by selling them in a tender for a peppercorn price in exchange for the creation of an agreed number of affordable housing units that would be sold to low-middle income buyers.		
	Raise low interest housing development loans through a special project vehicle or council-controlled organisation (from the LGFA or through a long-term		

	<p>bond issue that is not carried as debt on the Council's Balance Sheet) that are passed on to developers to build an agreed level of affordable housing.</p>		
--	---	--	--

ITEM 11.4

3.4 Work Required to Further Develop Options

Several of the relatively 'easy-to-achieve' and low risk options mentioned above could be discussed in detail in a follow-on report for the December 2022 Council meeting. Examples include waiving all or a portion of resource and building consent fees, determining what should go into development agreements, rates remissions, etc. These options are not as potentially complicated, with long-term workstreams and implications, nor do they entail the same degree of financial commitment (and potential risk) as the majority of the remaining Enabling Environment and Resources and Assets options.

A facilitated workshop is recommended to be held early in 2023 for Elected Members to discuss the remaining more complicated Enabling Environment and Resources and Assets options and to decide which ones they would like in-depth, follow-on reports prepared for by staff (or that are eliminated). Reports would present business cases providing detailed analyses to enable Elected Members to understand and decide whether they wish to support (or not) the implementation of the options, the resources required, including financial and staff/consultant time, the risks entailed, and the related need for further discussion and consultation and the potential changes it may trigger to Council policy, the Annual Plan, or the Long-Term Plan.

4. Financial Implications

There are no new or additional financial implications for Council to the Technical Assistance options provided above to incentivise affordable housing, as the cost of the facilitation, institutional strengthening, and capacity building assistance that staff offer to not-for-profit housing developers (social housing providers, Iwi/Hapū, churches, social service agencies and clubs, membership, and fraternal associations) is already paid for through their salaries.

However, there will be differing financial implications for each of the Enabling Environment and Resources and Assets affordable housing incentivisation options mentioned above. Should Council decide to further investigate any of them, a detailed financial analysis will be included in the resulting report.

5. Impact on Strategic Risks

The different options to incentivise affordable housing each present potential strategic risks of differing magnitude and impact, all of which will be addressed, with prevention and mitigation strategies supplied, in the detailed follow-on reports that will be produced should Council decide to investigate them further.

6. Mana whenua implications

As tangata whenua, Iwi and Hapū throughout the district will be affected by and need to be consulted with concerning many of the affordable housing incentivisation options discussed above. These issues, the actions that will emerge from them and their implications for Council will be explored in detail in the follow-on reports should Elected Members decide to further investigate any of the options.

7. Statutory Implications

If endorsed by Council several of the Enabling Environment options will require changes to the District Plan. This will provide clarity concerning housing intensification, higher density development and inclusionary housing rules to developers and buyers alike.

8. Conclusion

In recent years a series of factors have combined to increase the demand for affordable housing in the district, while limiting the ability to satisfy that demand, on the part of first-time home buyers, singles, low – middle income working families, seniors, and retirees.

Options exist for Council to incentivise affordable housing in the Rangitikei in response to increasing demand for the same from low – middle income residents in three general areas (Technical Assistance, Enabling Environment and Resources and Assets). Most neighbouring councils currently implement affordable housing incentives in one or more of these areas.

Several relatively ‘easy-to-achieve’ and low risk options mentioned in this report can be further discussed in more detail in a follow-up report to Council in December. Staff recommend that other more complicated options be discussed in a workshop for Elected Members in early 2023 to determine which (if any) options they wish to support and would like to receive more in-depth work on. Following this affordable housing incentivisation business cases providing the basis for a decision by Elected Members to proceed (or not) with the options they support will be written by staff for submission to Council in February or March (depending on timing of the workshop).

Recommendation

1. That the report ‘Options for Council to Incentivise Affordable Housing’ be received.
2. That a report be submitted to the December 2022 Council meeting discussing what relatively ‘easy-to-achieve’ options can be realised by Council to stimulate the incentivisation of affordable housing.
3. That a workshop for Elected Members be held in early 2023 to discuss which options Council wish staff to develop business cases for consideration in the 2023/24 Annual Plan.

12 Public Excluded

Resolution to Exclude the Public

The meeting went into public excluded session [enter time](#)

Recommendation

That the public be excluded from the following parts of the proceedings of this meeting.

1. Public Excluded Council Meeting - 3 November 2022
2. Follow-up Action Items from Council (Public Excluded) Meetings
3. Chief Executive's Public Excluded Report - November 2022
4. Bulls Property Disposals

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the *Local Government Official Information and Meetings Act 1987* for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
12.1 - Public Excluded Council Meeting - 3 November 2022	[enter text]	s48(1)(a)
12.2 - Follow-up Action Items from Council (Public Excluded) Meetings	s7(2)(a) - Privacy s7(2)(b)(ii) - Commercial Position s7(2)(h) - Commercial Activities s7(2)(i) - Negotiations	s48(1)(a)(i)
12.3 - Chief Executive's Public Excluded Report - November 2022	s7(2)(a) - Privacy s7(2)(i) - Negotiations	s48(1)(a)(i)
12.4 - Bulls Property Disposals	s7(2)(b)(ii) - Commercial Position s7(2)(h) - Commercial Activities s7(2)(i) - Negotiations	s48(1)(a)(i)

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by Section 6 or Section 7 of the Act which would be prejudiced by the holding or the whole or the relevant part of the proceedings of the meeting in public as specified above.

13. Open Meeting